Final Cut Server

User Manual

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Contents

Preface 7 **Welcome to Final Cut Server**
7 About Final Cut Server
7 About the Final Cut Server Documentation
8 Additional Resources

Chapter 1 9 **An Introduction to the Final Cut Server Client**
9 About Final Cut Server
10 The Final Cut Server Client Workflow
11 Installing the Final Cut Server Client

Chapter 2 13 **The Final Cut Server Interface**
13 The Final Cut Server Main Window
17 Views for Assets and Productions Panes
19 Search Options and Saved Searches
20 Asset Info Window
21 Final Cut Pro Project Asset Info Window
21 Final Cut Studio Project Asset Info Window
22 Production Info Window
23 Annotations Window
24 Downloads & Uploads Window
25 Search All Jobs Window
25 Search Devices Window
26 Preferences Window
27 Using Shortcut Menus in Final Cut Server
28 Using Keyboard Shortcuts in Final Cut Server

Chapter 3 29 **Uploading Files to Final Cut Server**
29 About Creating Final Cut Server Assets
30 Types of Files That Can Be Uploaded to Final Cut Server
30 About Metadata and Metadata Sets
31 Strategies for Uploading Media and Project Files
32 Uploading Media Files
35 Uploading Image Sequences
37 Uploading Final Cut Pro Projects

40 Uploading Final Cut Studio Projects
47 About the Asset Info Window

Chapter 4 53 **Organizing and Searching the Final Cut Server Catalog**
53 Organizing Assets in Final Cut Server
62 Searching in Final Cut Server
69 Displaying Search Results
69 Tracking the Status of an Asset or Production with Metadata
71 Adding and Changing Asset Metadata
72 Searching Devices and Jobs

Chapter 5 77 **Working in Final Cut Server**
77 Final Cut Server Client Actions
79 Viewing an Asset
80 Adding Versions for a Media or Project Asset
82 Locking and Unlocking an Asset
86 Writing Annotations on a Video Asset
88 Duplicating an Asset
89 Using the Edit-in-Place Feature
89 Monitoring Jobs
92 Setting Final Cut Server Client Preferences

Chapter 6 95 **Working with Media Assets**
95 About Caching
97 Checking Media Assets In and Out
99 Preparing Media Assets to Be Used on an Offline Computer
102 Exporting Media Assets

Chapter 7 103 **Working with Final Cut Pro Projects**
103 About Final Cut Pro Projects
104 Using Final Cut Pro and Final Cut Server Together
105 Resolving Offline Media Issues
106 Moving Projects Between Final Cut Server and Final Cut Pro
106 Checking Out a Final Cut Pro Project
108 Editing a Checked-Out Project in Final Cut Pro
109 Checking In a Final Cut Pro Project
110 Making Versions of Final Cut Pro Project Assets
111 Working on Projects While Away from the Final Cut Server Network
114 Exporting a Final Cut Pro Project

Chapter 8 117 **Working with Final Cut Studio Projects**
117 About Editing Final Cut Studio Project Assets
118 Checking Bundle Assets In and Out
119 Checking Projects and Media Files In and Out

124 Exporting a Project Asset and Its Media

Chapter 9 127 **Using Status Metadata in the Final Cut Server Workflow**
127 Using Status Metadata to Track Assets and Productions
131 About the Review and Approve Feature
132 Using the Review and Approve Feature

Chapter 10 137 **Exporting, Archiving, and Deleting Completed Assets and Projects**
137 Outputting a Final Project
140 Archiving and Restoring Media Assets
141 Deleting Assets from Final Cut Server

Appendix 143 **Solving Problems**
143 Resources for Solving Problems
143 Contacting AppleCare Support

Glossary 145

Welcome to Final Cut Server

Final Cut Server is extremely flexible and configurable. It is also designed to become fully functional quickly, allowing you to expand its capabilities as your needs grow.

This preface covers the following:

- About Final Cut Server (p. 7)
- About the Final Cut Server Documentation (p. 7)
- Additional Resources (p. 8)

About Final Cut Server

Final Cut Server is powerful media asset management and workflow automation software. Final Cut Server makes it easy to manage large collections of media files. Its capabilities also extend to tracking job status, orchestrating reviews and approvals, and automating complex sequences of tasks—all in a single product designed to work with Final Cut Pro.

About the Final Cut Server Documentation

Final Cut Server comes with various documentation that will help you get started as well as provide detailed information about the application.

- *Final Cut Server Setup Guide:* The printed installation document provided in the Final Cut Server box describes how to install and configure Final Cut Server.
- *Final Cut Server User Manual:* This user manual describes how to use the Final Cut Server client for the day-to-day use of the system, such as browsing assets, managing jobs, and managing productions.
- *Final Cut Server Administrator Guide:* The administrator guide describes how to administer most components of the Final Cut Server system. It does not describe day-to-day use of the system, such as browsing assets and managing jobs, productions, and orders, which are described in the *Final Cut Server User Manual*.

  Important: An understanding of the material in the *Final Cut Server User Manual* is assumed in the *Final Cut Server Administrator Guide*.

Additional Resources

Along with the documentation that comes with Final Cut Server, there are a variety of other resources you can use to find out more about Final Cut Server.

Final Cut Server Website

For general information and updates, as well as the latest news on Final Cut Server, go to:

- http://www.apple.com/finalcutserver

Apple Service and Support Websites

For software updates and answers to the most frequently asked questions for all Apple products, go to the general Apple Support webpage. You'll also have access to product specifications, reference documentation, and Apple and third-party product technical articles.

- http://www.apple.com/support

For software updates, documentation, discussion forums, and answers to the most frequently asked questions for Final Cut Server, go to:

- http://www.apple.com/support/finalcutserver

For discussion forums for all Apple products from around the world, where you can search for an answer, post your question, or answer other users' questions, go to:

- http://discussions.apple.com

An Introduction to the Final Cut Server Client

1

This chapter provides an overview of the Final Cut Server, including information about the Final Cut Server workflow and how to install the Final Cut Server client.

This chapter covers the following:

- About Final Cut Server (p. 9)
- The Final Cut Server Client Workflow (p. 10)
- Installing the Final Cut Server Client (p. 11)

About Final Cut Server

Final Cut Server works similarly to other client/server computer networks. A client computer sends a request to the server computers. Upon receiving the request, the server computer performs a job to process the request and then sends the result (or message of completion of the job) back to the client computer. Jobs can include uploading, copying, transcoding, cataloging, and otherwise tracking media files. Media can be stored on the server computer's internal and external drives as well as on many supported network devices. Larger facilities may use an Apple Xsan storage area network (SAN) for asset and production storage.

The Final Cut Server client is the focus of this user manual. The Final Cut Server client is software that communicates with the Final Cut Server server. The client allows you, one of multiple users, to access the assets shared across your organization's system. In your Final Cut Server client, you can quickly search your organization's asset catalog and transfer media files between your local computer and the devices on which the assets are stored. You can run the Final Cut Server client on Mac OS X and Windows XP or Windows Vista operating systems. For information about system requirements, see the *Before You Install Final Cut Server* and the *Final Cut Server Setup Guide* documents.

The Final Cut Server client provides many features to help you manage your media. These features all use Final Cut Server assets. When you upload a media or project file to Final Cut Server, an asset is created for it. This asset contains metadata, the original file (called the *primary representation file*), and proxy copies of the primary representation file that are used within Final Cut Server.

Final Cut Server can help you do the following tasks:

- *Find the assets you need:* As the number of assets in your Final Cut Server catalog increases, creating and managing searches becomes more important. Final Cut Server provides multiple ways to search and organize the assets in your organization's Final Cut Server catalog.
- *Have immediate access to media:* Final Cut Server provides immediate access to media from the Final Cut Server client software. You can easily get information and view a media asset from the client software. If you want to edit the media asset, you can check out a Final Cut Server–managed copy of the file to your local computer, edit it, and then check it back in to Final Cut Server. Because Final Cut Server is managing the checked-out file, the new edits are tracked by Final Cut Server.
- *Track the status of media:* Final Cut Server provides metadata fields and saved searches to help you track assets as they move through your organization's workflow. Your Final Cut Server administrator can further customize the metadata fields to increase the effectiveness of asset tracking for your organization.
- *Perform powerful media conversion:* Final Cut Server uses Compressor, a powerful transcoding application that is part of Final Cut Studio, to convert media from one video format to another when uploading, exporting, and copying media files.
- *Work while not connected to the Final Cut Server network:* You can check out Final Cut Server–managed project and media files and then edit them while not connected to the Final Cut Server network. When you later connect to the Final Cut Server network, you can check the edited files back in to Final Cut Server. When you check in the files, the assets that track the files are updated with the new files.

The Final Cut Server Client Workflow

Final Cut Server makes it easy for users to find, access, and track media and project files, as well as transcode media and easily check assets in and out for editing.

Although different organizations perform each of these tasks slightly differently, the typical Final Cut Server workflow involves four stages:

Stage 1: Organizing Existing Media and Uploading New Media

The project you're working on might use media that has already been uploaded to Final Cut Server, or it may require new media. Media can be uploaded using an automated scan set up by your administrator or uploaded manually by any person in your organization.

Stage 2: Editing the Media and Project
This stage of editing within your organization can include creating and editing a Final Cut Pro project, creating and revising artwork and graphic overlays or motion effects, or other workflows your organization uses to create projects for client review. The final part of this stage involves putting all the finished pieces together into a review copy of the project.

Stage 3: Reviewing and Approving the Project
This stage may involve your coworkers or clients logging in to Final Cut Server and viewing the project or sending copies of the project out for review. If your Final Cut Server administrator has configured your system to automatically send out Review and Approve emails, they are used in this stage.

Stage 4: Outputting and Archiving the Final Media and Project
This stage includes creating backup copies of the assets and archiving the final assets in Final Cut Server.

Final Cut Server can be customized to meet the specific needs of your organization's workflow. For more information, contact your Final Cut Server administrator.

Installing the Final Cut Server Client

Your Final Cut Server administrator will provide you with a URL from which you can download a copy of the Final Cut Server client to your computer. Your administrator will also give you a user name and password for the Final Cut Server client.

After the Final Cut Server client is downloaded, a login screen appears. You can log in to Final Cut Server using the user name and password provided by your Final Cut Server administrator.

You can log out of the Final Cut Server client by choosing Log Out from the Server pop-up menu, or by clicking the close button in the Final Cut Server main window.

After the Final Cut Server client is installed on your computer, you can open it by double-clicking the application icon that appears in the location where you installed the application.

The Final Cut Server Interface

2

This chapter provides descriptions of the Final Cut Server user interface. You can use this chapter to orient yourself while learning to use Final Cut Server. You'll find more information about the features described in this chapter in the following chapters.

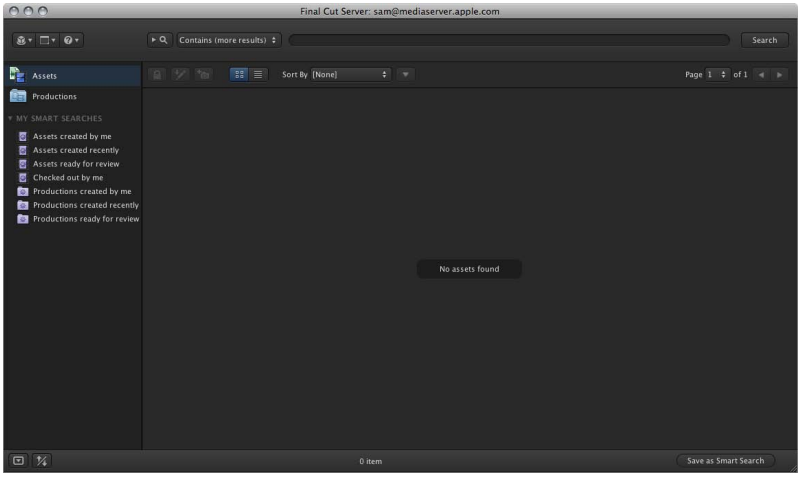
This chapter covers the following:

- The Final Cut Server Main Window (p. 13)
- Views for Assets and Productions Panes (p. 17)
- Search Options and Saved Searches (p. 19)
- Asset Info Window (p. 20)
- Final Cut Pro Project Asset Info Window (p. 21)
- Final Cut Studio Project Asset Info Window (p. 21)
- Production Info Window (p. 22)
- Annotations Window (p. 23)
- Downloads & Uploads Window (p. 24)
- Search All Jobs Window (p. 25)
- Search Devices Window (p. 25)
- Preferences Window (p. 26)
- Using Shortcut Menus in Final Cut Server (p. 27)
- Using Keyboard Shortcuts in Final Cut Server (p. 28)

The Final Cut Server Main Window

After logging in to Final Cut Server, you see the Assets pane of the Final Cut Server main window. The Assets pane may be empty or filled with media that has been scanned by your Final Cut Server administrator or uploaded by other Final Cut Server users.

Note: The screen shots shown in this manual show a default Final Cut Server system. Because your Final Cut Server administrator can configure different media types and metadata fields, your system may look different from the system shown on these pages.

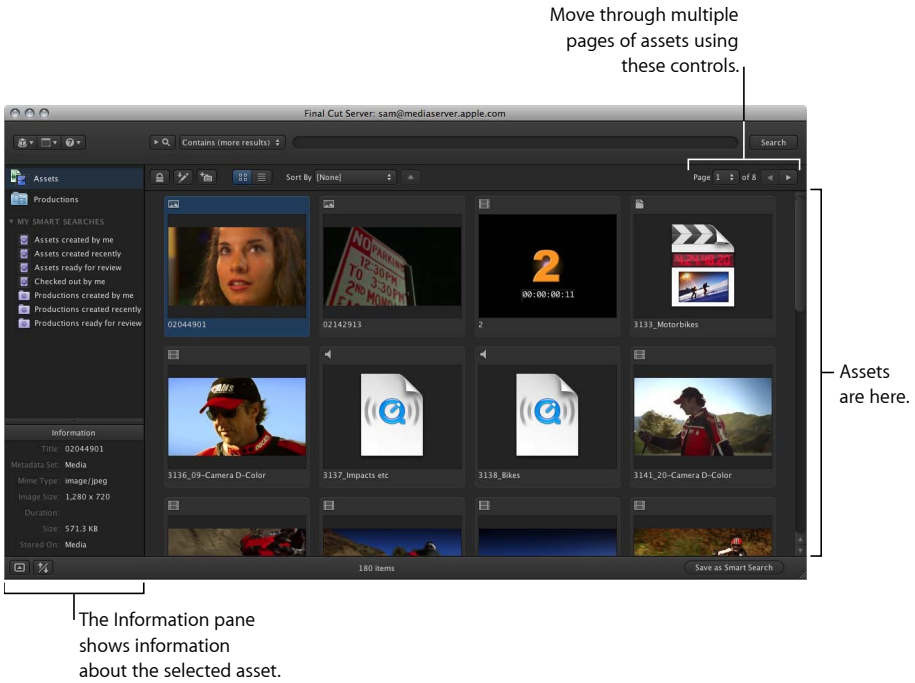


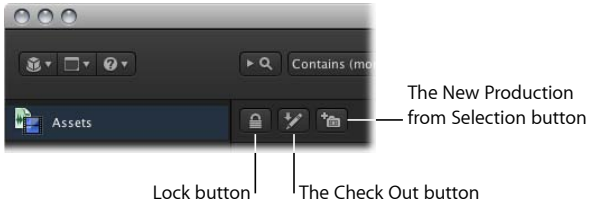
The Assets pane and Productions pane are the two views of the Final Cut Server main window. An asset is used by Final Cut Server to track every file that is uploaded to the server or scanned. The Assets pane shows all the assets that Final Cut Server is managing. Productions are used to group assets. The Productions pane shows all the productions that have been created by you or other people who use your Final Cut Server system.

You switch between the Assets and Productions panes by clicking either Assets or Productions at the top-left area of the Final Cut Server main window.

Assets Pane

After you click Assets, all of the assets that exist in Final Cut Server are listed in the main part of the window. You can move through the assets by clicking the page controls in the top-right corner of the Assets pane. The Toolbar includes the Lock button, the Check Out button, and the New Production from Selection button. After an asset is selected, these buttons become active.

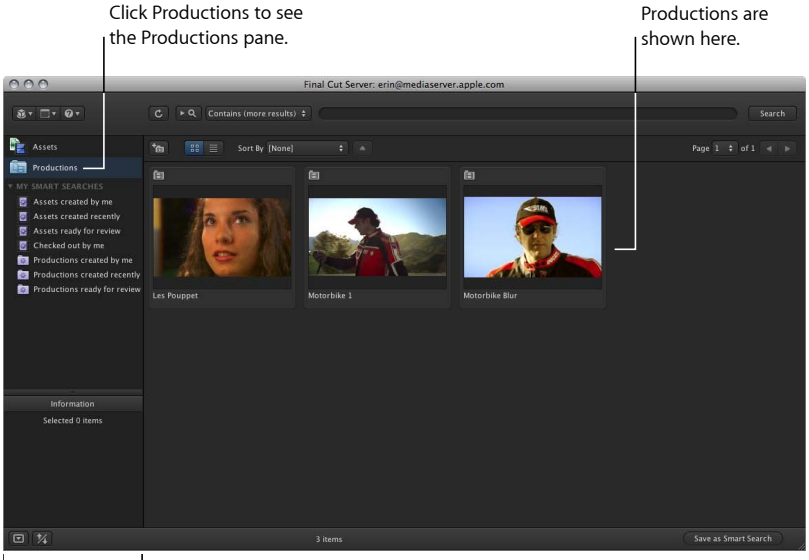

Move through multiple pages of assets using these controls.
Final Cut Server: sam@mediaserver.apple.com
Assets are here.
The Information pane shows information about the selected asset.



See Working with Media Assets to learn more about media assets. See Working with Final Cut Pro Projects to learn more about Final Cut Pro project assets. See Working with Final Cut Studio Projects to learn more about Final Cut Studio project assets.

Productions Pane

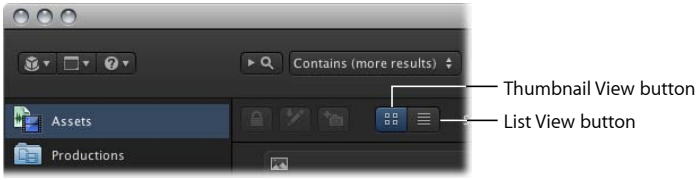
After you click Productions, all of the productions that exist in Final Cut Server are listed in the main part of the window. The Productions pane varies somewhat from the Assets pane. Its Toolbar has a New Production button.



See Organizing Assets in Final Cut Server to learn more about productions.

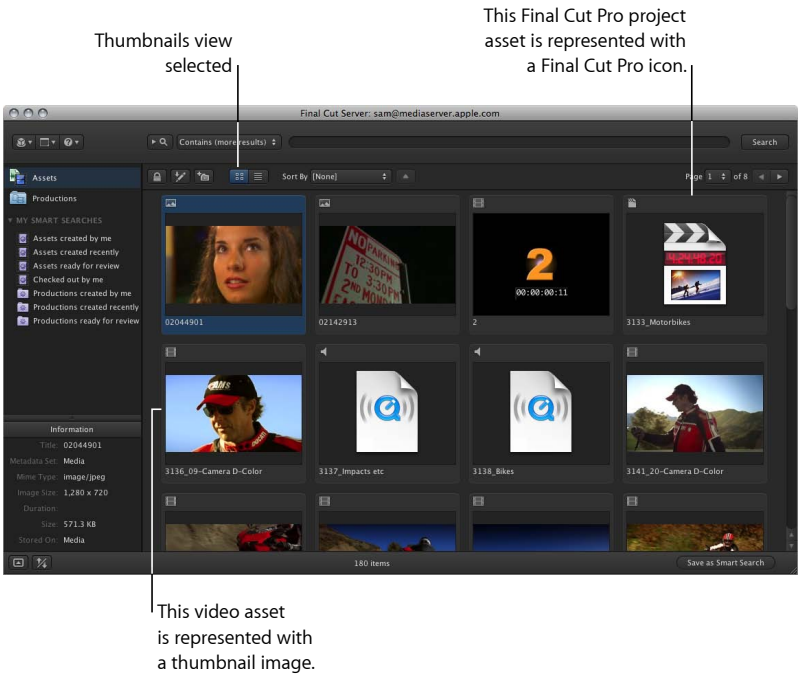
Views for Assets and Productions Panes

The Assets and Productions panes can be displayed as lists or thumbnails. You can change the view by clicking the Thumbnail View button or List View button.



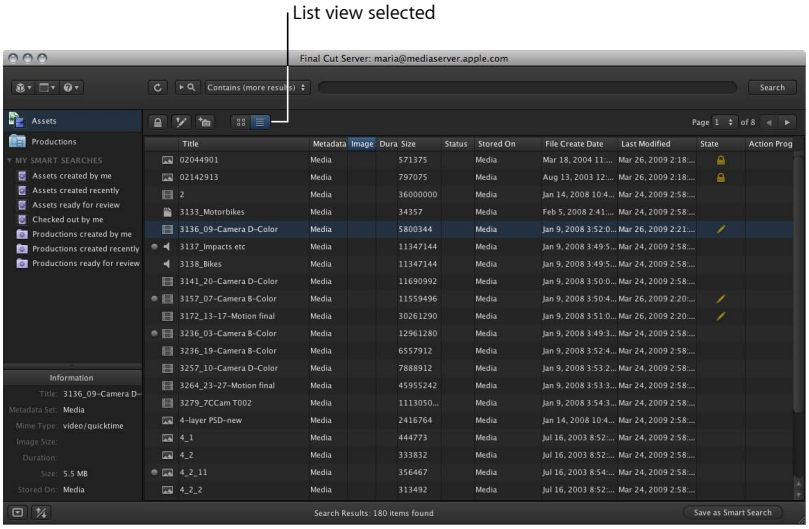
Thumbnails View

Thumbnails view displays a thumbnail image of the assets or productions. The thumbnail image can be a frame from the video file that was uploaded, the graphics or image file that was uploaded, or an icon representing the type of asset or production. Thumbnails view is useful when you want to browse a number of assets or productions in a compact format without other information.


Thumbnails view selected
This Final Cut Pro project asset is represented with a Final Cut Pro icon.
Final Cut Server: sam@mediaserver.apple.com
This video asset is represented with a thumbnail image.

List View

List view displays the assets or productions titles and other metadata in columns. This view is useful when you want to view asset or production information or sort by any field.



Final Cut Server marks assets and productions with icons to identify them. In Thumbnails view, the icons appear on the asset or production tile, just above the Thumbnails image or icon. In List view, the icons appear to the left of the Title column and in the State column.

The icons you see on assets and productions include:

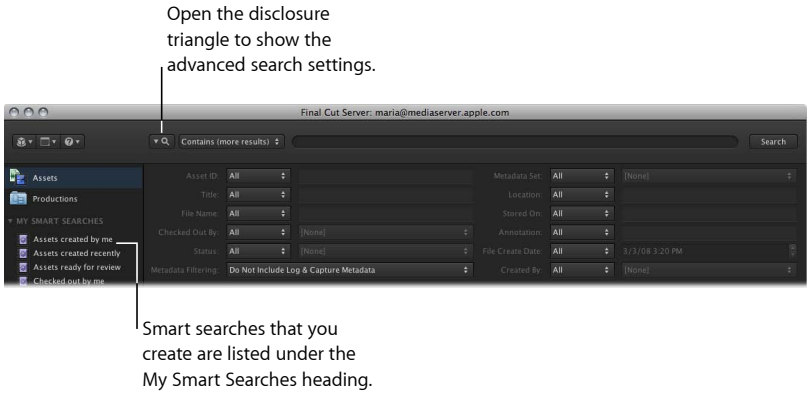
Icon	Description
	Final Cut Pro project asset
	Video clip asset
	Image asset
	Audio asset
	Asset (unknown) or bundle asset (if the asset is a Final Cut Studio project, the application's icon will be displayed on the thumbnail)
	An asset alias, used in productions to link from a production to the original asset
	A production

Icon	Description
	Asset checked out by me
	Asset checked out by another user
	Asset locked by me
	Asset locked by another user
	Asset archived (yellow) indicates you can restore this asset from its archive
	Asset archived (white) indicates you do not have permission to restore the asset from its archive
	Unlinked Final Cut Pro project element
	Primary representation for this asset is missing from its device
	Final Cut Server cache is out of date

For specific information about these icons, see the chapter that describes the type of asset or the state that the icon describes.

Search Options and Saved Searches

A search field is at the top of the Assets and Productions panes. You can use this search field to find a specific asset or production, or to limit the number of assets or productions shown. Clicking the search disclosure triangle reveals advanced searching options. The Assets and Productions panes have different advanced search options.

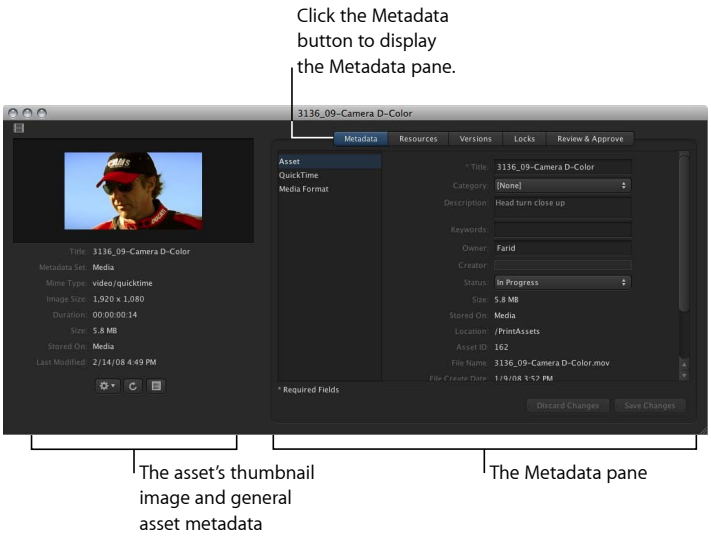

Open the disclosure triangle to show the advanced search settings.
Final Cut Server: maria@mediaserver.apple.com
Contains (more results)
Search
Assets
Productions
MY SMART SEARCHES
Assets created by me
Assets created recently
Assets ready for review
Checked out by me
Smart searches that you create are listed under the My Smart Searches heading.

You can save searches you create as *smart searches*. Final Cut Server comes with several default smart searches listed under the My Smart Searches heading on the left of the main Final Cut Server window. These smart searches, as well as any you create, are unique to your Final Cut Server client. Other smart searches that are configured and managed by your Final Cut Server administrator and that appear on every Final Cut Server client in your system may appear under Smart Searches. If your administrator has not created smart searches for your organization, you will not see the Smart Searches heading in your Final Cut Server client. See Organizing and Searching the Final Cut Server Catalog for more information.

Asset Info Window

The info window contains a large amount of information about the asset. When you double-click an asset that is listed in the Assets pane or in a production (or Control-click an asset and then choose Get Info from the asset's shortcut menu), the asset's info window appears.

The left side of the asset info window displays the asset's thumbnail image and general asset metadata. The right side of the asset is organized into multiple panes that list specific types of information. You can view the information in each pane by clicking the pane's button.



- *Metadata pane:* This pane lists metadata for the primary representation file (the file that was originally uploaded to Final Cut Server) and metadata for the asset.
- *Resources pane:* This pane lists information about the primary representation and proxy files that were generated for the asset. It also displays other information about where the asset is used.

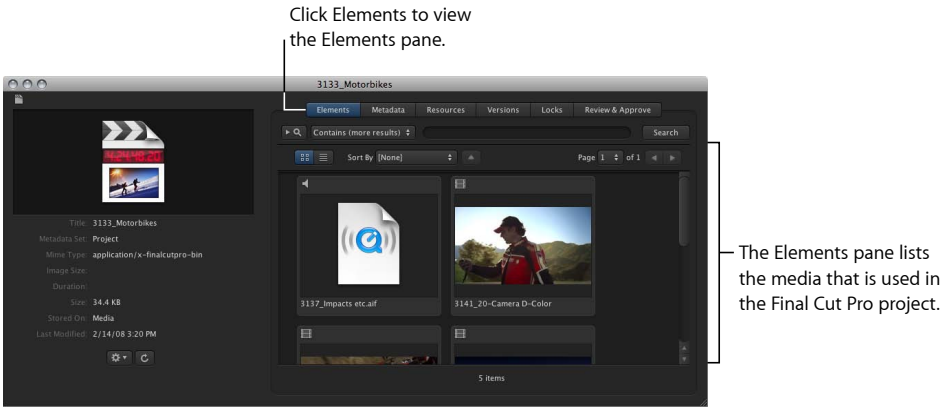
- *Versions pane:* This pane lists information about versions of the asset that have been saved.
- *Locks pane:* This pane lists locks that have been applied to the asset.
- *Review & Approve pane:* This pane shows the asset's status and is used for the Email Notification feature.

See About the Asset Info Window for more information about the Metadata, Resources, Versions, and Locks panes. See About the Review and Approve Feature for more information about the Review & Approve pane.

Final Cut Pro Project Asset Info Window

You can view a Final Cut Pro project's info window by double-clicking a Final Cut Pro project asset (or Control-click the asset, then choose Get Info from the shortcut menu).

When Final Cut Pro projects are uploaded to Final Cut Server, an asset is created for the project file. In addition to the panes included in the asset info window, the Final Cut Pro project asset info window includes an Elements pane. This pane lists the media assets that are used in the Final Cut Pro project file.



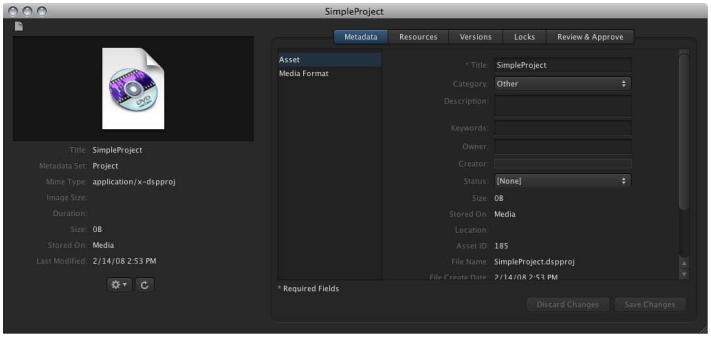
See Working with Final Cut Pro Projects for more information about Final Cut Pro project assets.

Final Cut Studio Project Asset Info Window

You can view a Motion, Soundtrack Pro, or DVD Studio Pro project asset's info window by double-clicking a Final Cut Pro project asset (or Control-click the asset, then choose Get Info from the shortcut menu).

When Final Cut Studio project files are uploaded to Final Cut Server, the asset that is created for the Final Cut Studio project represents only the project file. Unlike Final Cut Pro project assets, the Final Cut Studio project asset does not contain a list of the media linked to the project.

A Final Cut Studio project asset info window includes Metadata, Resources, Versions, Locks, and Review & Approve panes. You can view the information in each pane by clicking the pane's button.

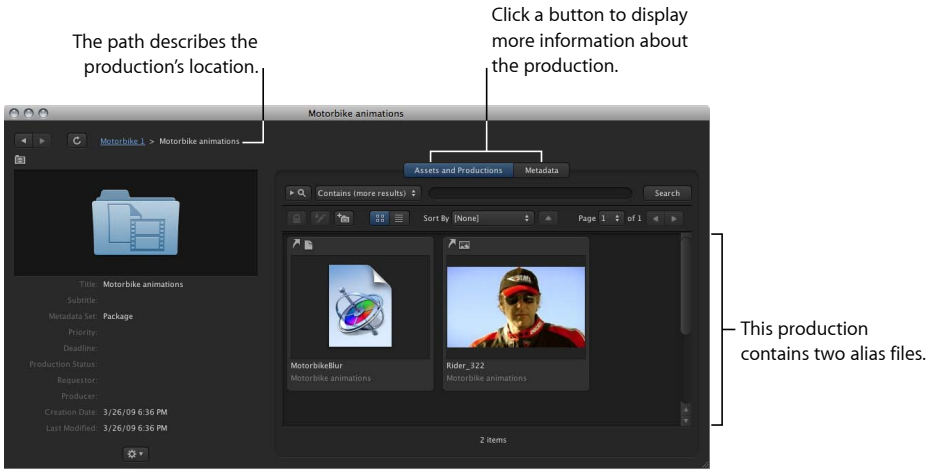


See Working with Final Cut Studio Projects for more information about Final Cut Studio project assets.

Production Info Window

In Final Cut Server, you can use productions to group related assets. If you click to open the Productions pane at the top-left area of the Final Cut Server main window and then double-click one of the productions (or Control-click the production, then choose Get Info from the shortcut menu), that production's info window is displayed.

The Assets and Productions pane shows all of the assets contained in the production; the Metadata pane shows the production's metadata.

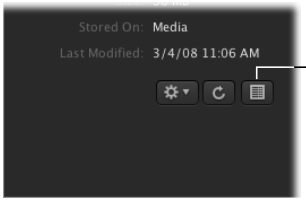


See Organizing Assets in Final Cut Server to learn more about productions.

Annotations Window

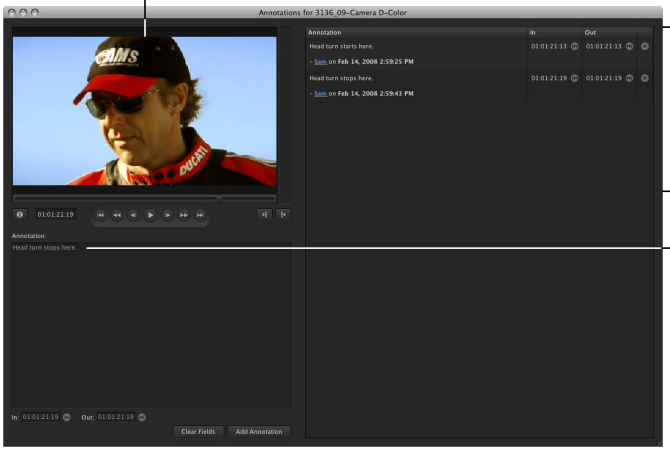
You can mark a single video asset with comments in the Annotations window. Because comments added in the Annotations window stay with the video asset in Final Cut Server, annotations are useful for internal reviews and communication with other Final Cut Server users.

To view the Annotations window, open a video asset's info window and click the Annotate button.



Click the Annotate button in a video asset's info pane to open the Annotations window.

You can preview the clip here.



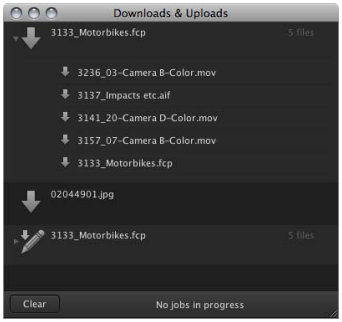
Annotations that have been added to a video asset appear here.

You can add text in the Annotation field.

Downloads & Uploads Window

This window helps you more closely monitor the status of files that you are uploading to or downloading from Final Cut Server.

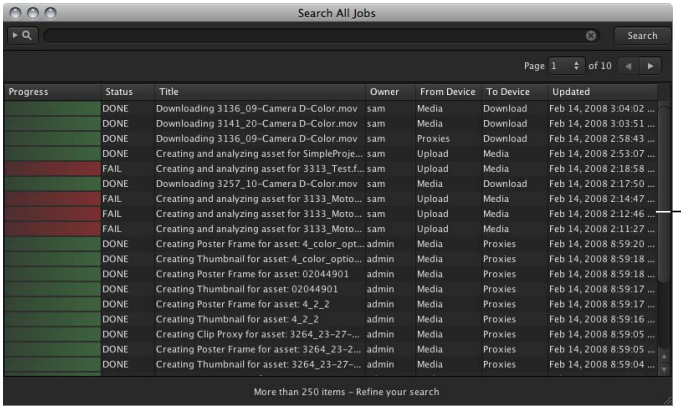
You can open the Downloads & Uploads window by clicking the Downloads and Uploads button in the Final Cut Server main window (or by choosing Downloads & Uploads from the Window pop-up menu).



See The Downloads & Uploads Window for more information.

Search All Jobs Window

The Search All Jobs window is opened from the Server pop-up menu (located at the top-left corner of the Final Cut Server main window). It shows a list of recent jobs that were initiated by all Final Cut Server users.


Search All Jobs
Search
Page 1 of 10
Progress
Status
Title
Owner
From Device
To Device
Updated
DONE Downloading 3136_09-Camera D-Color.mov sam Media Download Feb 14, 2008 3:04:02 ...
DONE Downloading 3141_20-Camera D-Color.mov sam Media Download Feb 14, 2008 3:03:51 ...
DONE Downloading 3136_09-Camera D-Color.mov sam Proxies Download Feb 14, 2008 2:58:43 ...
DONE Creating and analyzing asset for SimpleProje... sam Upload Media Feb 14, 2008 2:53:07 ...
FAIL Creating and analyzing asset for 3313_Test.f... sam Upload Media Feb 14, 2008 2:18:58 ...
DONE Downloading 3257_10-Camera D-Color.mov sam Media Download Feb 14, 2008 2:17:50 ...
FAIL Creating and analyzing asset for 3133_Moto... sam Upload Media Feb 14, 2008 2:14:47 ...
FAIL Creating and analyzing asset for 3133_Moto... sam Upload Media Feb 14, 2008 2:12:46 ...
FAIL Creating and analyzing asset for 3133_Moto... sam Upload Media Feb 14, 2008 2:11:27 ...
DONE Creating Poster Frame for asset: 4_color_opt... admin Media Proxies Feb 14, 2008 8:59:20 ...
DONE Creating Thumbnail for asset: 4_color_optio... admin Media Proxies Feb 14, 2008 8:59:18 ...
DONE Creating Poster Frame for asset: 02044901 admin Media Proxies Feb 14, 2008 8:59:18 ...
DONE Creating Thumbnail for asset: 02044901 admin Media Proxies Feb 14, 2008 8:59:17 ...
DONE Creating Poster Frame for asset: 4_2_2 admin Media Proxies Feb 14, 2008 8:59:17 ...
DONE Creating Thumbnail for asset: 4_2_2 admin Media Proxies Feb 14, 2008 8:59:16 ...
DONE Creating Clip Proxy for asset: 3264_23-27-... admin Media Proxies Feb 14, 2008 8:59:05 ...
DONE Creating Poster Frame for asset: 3264_23-2... admin Media Proxies Feb 14, 2008 8:59:05 ...
DONE Creating Thumbnail for asset: 3264_23-27-... admin Media Proxies Feb 14, 2008 8:59:04 ...
More than 250 items – Refine your search

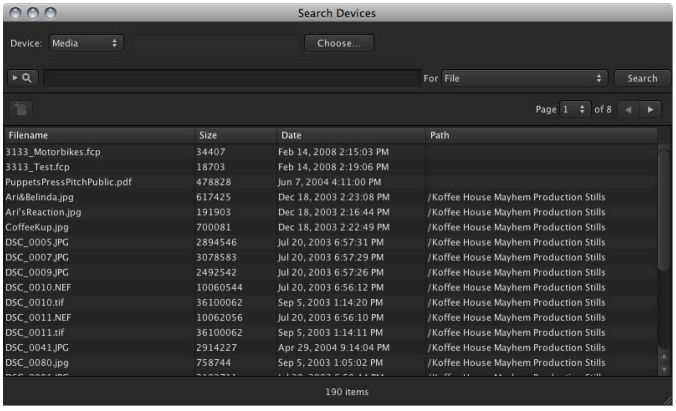
The Search All Jobs window shows a list of the most recent jobs initiated by all Final Cut Server users.

See Searching for a Job for more information about the Search All Jobs window.

Search Devices Window

The Search Devices window is opened from the Server pop-up menu in the Final Cut Server main window. In it, you can search a device directly, viewing all the assets (files that have been uploaded to Final Cut Server) as well as other files that have not been uploaded to Final Cut Server and are stored on the device.

Warning: Use the Search Devices window with caution. Devices can contain files that both have and have not been added to the Final Cut Server catalog. Working with files in the Search Devices window could result in making duplicate copies of an asset in your Final Cut Server server system, or in deleting all copies of a file from a device.

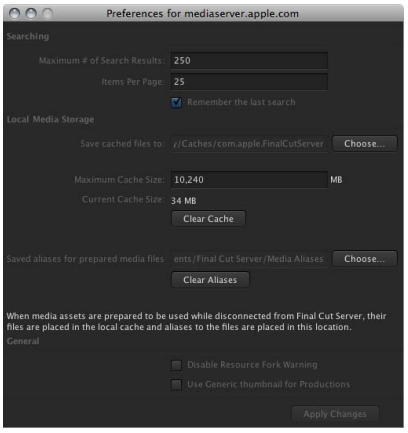

Search Devices
Device: Media
Choose...
For File
Search
Page 1 of 8
Filename Size Date Path
3133_Motorbikes.fcp 34407 Feb 14, 2008 2:15:03 PM
3313_Test.fcp 18703 Feb 14, 2008 2:19:06 PM
PuppetsPressPitchPublic.pdf 478828 Jun 7, 2004 4:11:00 PM
Ari&Belinda.jpg 617425 Dec 18, 2003 2:23:08 PM /Koffee House Mayhem Production Stills
Ari'sReaction.jpg 191903 Dec 18, 2003 2:16:44 PM /Koffee House Mayhem Production Stills
CoffeeKup.jpg 700081 Dec 18, 2003 2:22:49 PM /Koffee House Mayhem Production Stills
DSC_0005.JPG 2894546 Jul 20, 2003 6:57:31 PM /Koffee House Mayhem Production Stills
DSC_0007.JPG 3078583 Jul 20, 2003 6:57:29 PM /Koffee House Mayhem Production Stills
DSC_0009.JPG 2492542 Jul 20, 2003 6:57:26 PM /Koffee House Mayhem Production Stills
DSC_0010.NEF 10060544 Jul 20, 2003 6:56:12 PM /Koffee House Mayhem Production Stills
DSC_0010.tif 36100062 Sep 5, 2003 1:14:20 PM /Koffee House Mayhem Production Stills
DSC_0011.NEF 10062056 Jul 20, 2003 6:56:10 PM /Koffee House Mayhem Production Stills
DSC_0011.tif 36100062 Sep 5, 2003 1:14:11 PM /Koffee House Mayhem Production Stills
DSC_0041.JPG 2914227 Apr 29, 2004 9:14:04 PM /Koffee House Mayhem Production Stills
DSC_0080.jpg 758744 Sep 5, 2003 1:05:02 PM /Koffee House Mayhem Production Stills
190 items

See Searching Devices for more information about the Search Devices window.

Preferences Window

Your Final Cut Server administrator is responsible for configuring most of the preferences that affect you while working with your Final Cut Server client. However, there are a few settings that you specify for your Final Cut Server client. These include search display preferences, the location and size of the Final Cut Server cache, and the location to which you can save alias copies of prepared media files.

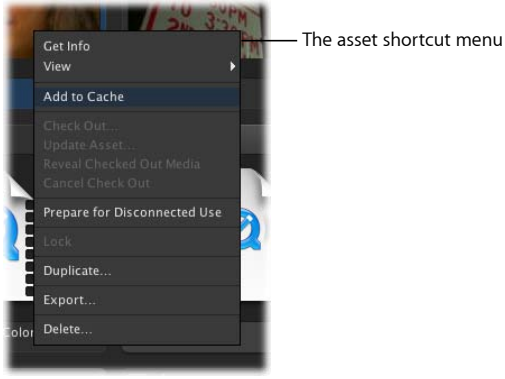
You can open the Preferences window by choosing Preferences from the Server pop-up window.


Preferences for mediaserver.apple.com
Searching
Maximum # of Search Results: 250
Items Per Page: 25
Remember the last search
Local Media Storage
Save cached files to: ;/Caches/com.apple.FinalCutServer
Choose...
Maximum Cache Size: 10,240 MB
Current Cache Size: 34 MB
Clear Cache
Saved aliases for prepared media files ents/Final Cut Server/Media Aliases
Choose...
Clear Aliases
When media assets are prepared to be used while disconnected from Final Cut Server, their files are placed in the local cache and aliases to the files are placed in this location.
General
Disable Resource Fork Warning
Use Generic thumbnail for Productions
Apply Changes

See Setting Final Cut Server Client Preferences for more information about the preferences for your Final Cut Server client.

Using Shortcut Menus in Final Cut Server

You can take many actions in Final Cut Server by making choices from shortcut menus. You can view a shortcut menu's items by Control-clicking an asset, a Final Cut Pro project, or another area of Final Cut Server.



The asset shortcut menu

Mac users using a multibutton mouse can also use right-click to access shortcut menus.

Note: If you're a Windows user, note that a right-click on a Windows system is the equivalent of a Control-click on a Mac. To display the shortcut menu on your Windows system, right-click.

Using Keyboard Shortcuts in Final Cut Server

Many of the standard Mac OS X keyboard shortcuts are available in Final Cut Server. In addition, application-specific keyboard shortcuts are available for the Final Cut Server Annotations window.

Uploading Files to Final Cut Server 3

Before you can manage and track your files in Final Cut Server, you first need to upload the files. This chapter describes how to upload three different types of files to Final Cut Server: media files, Final Cut Pro project files, and Final Cut Studio projects and their linked media files.

This chapter covers the following:

- About Creating Final Cut Server Assets (p. 29)
- Types of Files That Can Be Uploaded to Final Cut Server (p. 30)
- About Metadata and Metadata Sets (p. 30)
- Strategies for Uploading Media and Project Files (p. 31)
- Uploading Media Files (p. 32)
- Uploading Image Sequences (p. 35)
- Uploading Final Cut Pro Projects (p. 37)
- Uploading Final Cut Studio Projects (p. 40)
- About the Asset Info Window (p. 47)

About Creating Final Cut Server Assets

The first step in building a Final Cut Server asset catalog is to upload media to Final Cut Server. You can manually upload media files, Final Cut Pro projects, and other Final Cut Studio project files to Final Cut Server. Additionally, your Final Cut Server administrator can set up automated processes to automatically upload files. Even if your Final Cut Server administrator has created useful automated upload workflows, you will often manually upload files to Final Cut Server.

When a file is uploaded to Final Cut Server, an *asset* is created. The asset is used by Final Cut Server to track the media or project file that you uploaded. The asset contains the original file (called the *primary representation file*) and the metadata from the file. Depending on the type of file that has been uploaded, the asset may also contain several proxy files, including a Clip Proxy (for video files) and a Thumbnail and Poster frame proxy (for all media files). More information about proxy files is included later in this chapter.

Because media assets, Final Cut Pro project assets, and Final Cut Studio (Motion, Soundtrack Pro, and DVD Studio Pro) project assets are managed differently in Final Cut Server, how to work with each type of asset is explained throughout this manual.

Types of Files That Can Be Uploaded to Final Cut Server

Final Cut Server can manage many types of files, including the following:

Media category	Supported file types
Video	Final Cut Pro projects (.fcp) and many of the video file formats available for output from Final Cut Pro and Compressor, including .mov and .mpeg
Image Sequence	Image sequences can be uploaded as a single video/image sequence asset. A QuickTime movie clip proxy is automatically created so you can view the image sequence within Final Cut Server.
Still images and graphics	Photoshop files (.psd) and other graphic and image files including .tif, .jpeg, .png, .bmp, and .gif
Motion graphics	Motion projects (.motn)
Audio	Soundtrack Pro files (.stap and .stmp) and other audio files, including .aif, .ac3, uncompressed audio files, .mp3, .mp4, .m4a, and .wav
DVD	DVD Studio Pro project files (.dspproj), iDVD (.dvdproj) projects
Text files	Pages files (.pages), Keynote files (.key), and other document files including .doc, .txt, and .pdf

About Metadata and Metadata Sets

When you import an asset, it comes in with a variety of metadata. The specific metadata that a file brings with it into Final Cut Server varies depending on the type of file that the asset is and the application or applications with which the asset was created and edited. Some asset types include standard metadata, such as XMP or EXIF metadata.

Metadata is an important part of the assets and productions included in the Final Cut Server catalog. Because you search for asset and production metadata, it is important that you add as much metadata as possible when you are uploading the original file. The metadata fields that are available depend on the *metadata set* that you choose in the Upload window.

Common metadata, including XMP and QuickTime, is supported by Final Cut Server. If you have specific questions about the metadata supported by Final Cut Server, contact your Final Cut Server administrator.

Note: If you've added metadata to a QuickTime file using the default QuickTime annotation fields, that metadata appears in the QuickTime metadata group of the Media metadata set. You must assign the asset's metadata set to Media to view the QuickTime annotation information; if you apply any other metadata set, the QuickTime metadata is not visible in the Final Cut Server asset.

Final Cut Server comes with default metadata sets to describe your assets. If the default metadata sets do not meet the needs of your organization's workflow, your Final Cut Server administrator can add metadata fields to existing sets or create entirely new metadata sets.

When you're working in Final Cut Server, you can use the metadata that an asset contains to search for, sort, and identify assets and productions in Final Cut Server, and to track information within your workgroup. After a file is uploaded, you and others can manually add and change the metadata that describes the asset at any time. For example, keywords can be added to identify the project or production that an asset is part of. Similarly, any metadata you add to a production when or after it is created can be used in a search.

Strategies for Uploading Media and Project Files

Your Final Cut Server administrator may have set up scans that automatically upload files to Final Cut Server. When you want to upload media and project files manually, you can do it in two ways:

- You can drag files from your system or a connected device to Final Cut Server. This is the option to use when you have a few pieces of media you want to add to your asset catalog.
- You can open the Upload window from the Server pop-up menu in the Final Cut Server main window, navigate to a folder of media files, and then select the ones to be uploaded. This is the option to use if you are uploading multiple media files.

Important: It is recommended that you include file extensions on all files uploaded to Final Cut Server.

In the Upload window that appears, you have many options. You can choose a metadata set for the new asset. You should also add several types of metadata to the file at upload.

You can also choose to convert the file being uploaded to another codec (using the transcode settings for video and audio files from Compressor) during upload, and group the asset in a production.

When you upload a file, the filename is entered, by default, in the Title field in the Upload window. You can choose to enter a new name in the Title field; however, it is important to understand that the Title field is used exclusively in Final Cut Server. The asset's title will not appear in the asset's metadata if you export a copy of the asset.

Important: If you are uploading large project or media files, turn off your computer's sleep function. If the computer on which the Final Cut Server client is running goes to sleep during an upload, the upload will be canceled.

About Uploading QuickTime Reference Movies

A QuickTime reference movie can contain a list of references to movies that have different data rates. This allows an application to choose the best-looking movie that can play smoothly as it downloads over the Internet, based on the user's connection speed. When you upload a QuickTime reference movie, a dialog appears advising you that the movie has one or more external alias files and asking you if you want to flatten the file before uploading it. Flattening the file creates a new file that contains all of the media that was previously in the external alias file or files. It is recommended that you choose to flatten any QuickTime reference movies that you upload to Final Cut Server.

Uploading Media Files

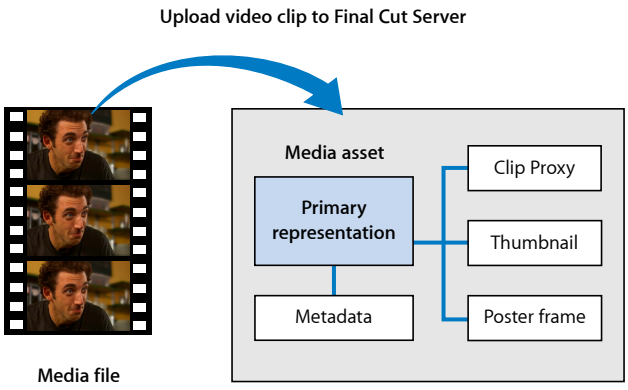
When you upload a media or project file to Final Cut Server, the asset that is created contains the original media file, which Final Cut Server calls the *primary representation*.

At upload, Final Cut Server creates proxy files for certain types of media assets. *Proxy* files are copies of the primary representation that are used for certain operations within Final Cut Server.

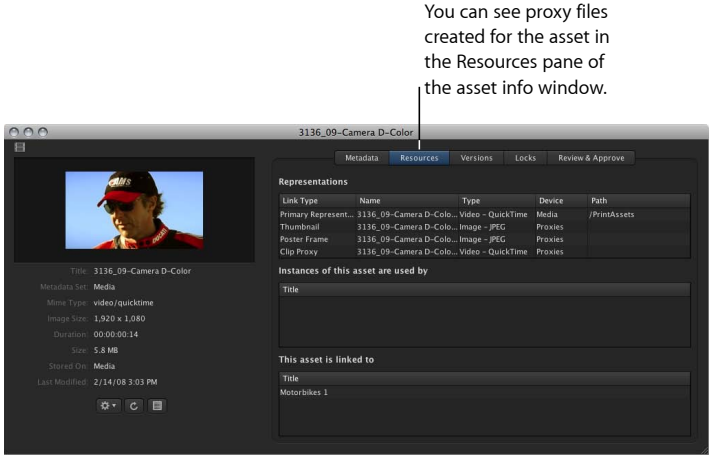
If the file being uploaded is a graphics or video file, Final Cut Server creates two proxy graphics files: a *Poster frame* and a *Thumbnail*. These are used to represent the asset's media within Final Cut Server.

If the file being uploaded is a video asset, Final Cut Server also creates a *Clip Proxy* file. The Clip Proxy file is created by transcoding the primary representation file to a lower-resolution codec. The Clip Proxy is used for viewing the file in Final Cut Server.

Here's an example. When you upload an uncompressed HD video clip to Final Cut Server, a Final Cut Server asset is created. This asset holds the original file (the primary representation). The original file is also transcoded to create the Clip Proxy file, and JPEG images are created to be used as Thumbnail and Poster frame proxy files for the asset.



After the upload is complete, you can view a list of the proxy files created for the asset in the Resources pane of the asset's info window.



You can upload one or more media files to Final Cut Server. When you upload multiple media files, keep in mind that any setting you define in the Multiple Upload window, including metadata, will apply to all the files being uploaded. For example, if you specify a transcode format, all of the files being uploaded will be transcoded.

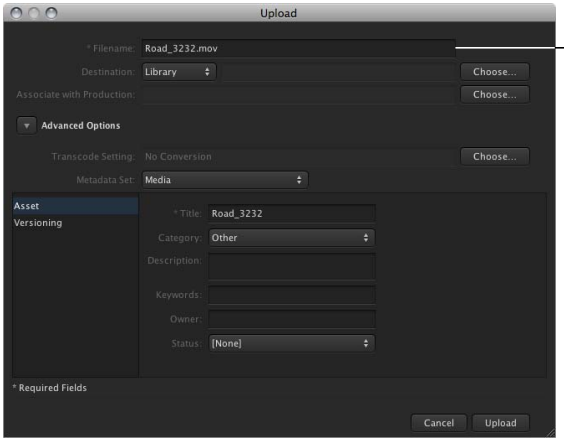
Important: It is recommended that you include file extensions on all files uploaded to Final Cut Server.

To upload one or more media files

1 Do one of the following:

- Drag the media file or files that you want to upload from the Finder, the desktop, or a connected volume to the column on the left of the Final Cut Server main window, the Assets pane, or a production.
- Choose Upload File from the Server pop-up menu, select the media file or files in the file browser that appears, then click Upload.

Depending on the number of files you uploaded, the Upload, Link Upload, or Multiple Upload window appears.



The Upload window includes an editable Filename field.

The Upload windows are very similar. In the Upload and Link Upload windows, you can enter a filename for the asset (the filename is entered automatically). In the Multiple Upload window, the filename field is hidden, and each asset being uploaded is automatically named with the filename.

Note: You can change an asset's title at any time after uploading in the asset info window's Metadata pane.

2 Some of the information and metadata in the Upload or Upload Multiple window is automatically entered. You can change the metadata set from the Metadata set pop-up menu and add metadata for the new asset or assets.

Important: If you are uploading a file that you previously added metadata to using the default QuickTime annotation fields, you must choose the Media metadata set for the asset. When you do this, the metadata that was assigned to the file in QuickTime appears in Final Cut Server in the QuickTime metadata group of the Media metadata set. If you apply any other metadata set to the asset, the QuickTime metadata will not appear in the Final Cut Server asset.

Remember that all the metadata you apply for a multiple upload will be attached to each of the assets being created.

3 If necessary, choose a new destination device from the Destination pop-up menu. This specifies the device on which the file will be stored. If you have questions about which device to choose, contact your Final Cut Server administrator.

Note: Media and Library are the primary Final Cut Server devices. Talk with your Final Cut Server administrator about which other configured devices are appropriate for media file storage.

4 If you want to group the media asset or assets in a production, click Choose at the right of the Associate with Production field and specify a production. (If you dragged the file into a production in step 1, this field will automatically display the path to that production.)

See Organizing Assets in Final Cut Server for more information.

5 If you want to convert the original media file or files to a different codec, click the Choose button and then select a new transcode setting in the window that appears.

6 Click Begin Upload to create assets from the media file or files.

The upload begins. The upload progress is displayed above the Information pane in the bottom-left corner of the Final Cut Server main window.

7 To monitor the progress of the file upload, click the Downloads and Uploads button to display the Downloads & Uploads window.

8 After the file is uploaded, click "Assets created by me" listed under the My Smart Searches heading to view the new asset or assets that you just uploaded.

For information about how to get information about the asset that was just created, see About the Asset Info Window.

Uploading Image Sequences

An image sequence is a movie exported as a series of numbered image files, stored in a folder. When you upload a folder of image files, Final Cut Server presents a dialog asking if you want to create an image sequence asset. If you choose to create an image sequence asset, the folder of individual numbered image files is uploaded and stored as the primary representation. A Clip Proxy QuickTime video is created using the image files; this video is used to view the image sequence in Final Cut Server. Two proxy graphics files, a Poster frame and a Thumbnail, are also created; these are used to represent the asset's media.

When you export the asset, the folder of numbered image files is exported to the location you provide in the export dialog.

To upload a folder containing an image sequence

1 Do one of the following:

- Drag the folder to the column on the left of the Final Cut Server main window, to the Assets pane, or to a production in the Productions pane.

- Choose Upload File from the Server pop-up menu (the pop-up menu in the Final Cut Server main window that appears when you click the Server button), select the folder in the file browser that appears, then click Upload.

2 In the dialog that appears, choose to create an image sequence asset, then click Create.

Important: By clicking Create, you state that the folder you are uploading contains only a series of image sequence files. Any other file types included in the upload, such as Final Cut Pro projects or media files, must be uploaded independently from the image sequence.

3 The Link Upload window appears. Specify any other upload settings including the following:

- The Video Frame Rate is set by default to 29.97. If necessary, choose a different video frame rate from the Video Frame Rate pop-up menu, or choose Auto to use an automatically generated frame rate gleaned from the media's metadata or use the system default Video Frame Rate setting. Talk to your administrator to learn more information about the default Video Frame Rate setting.

  Note: The video frame rate settings are provided by Compressor. If the video frame rate you need is not listed in the pop-up menu, talk to your Final Cut Server administrator.

- If necessary, choose a new destination device from the Destination pop-up menu.

  Important: It is recommended that image sequences be uploaded to a device set up for image sequences only. Talk with your Final Cut Server administrator about which configured devices are appropriate for image sequence file storage.

- If you want to group the Final Cut Pro project asset in a production, click Choose at the right of the Associate with Production field and specify a production.

  See Organizing Assets in Final Cut Server for more information about productions, including creating a new production.

- Choose a metadata set for the asset from the Metadata Set pop-up menu, and add metadata to one or more fields, defining this as a bundle asset.

4 Click the Upload button to create the asset.

The file is uploaded and the image sequence asset is created.

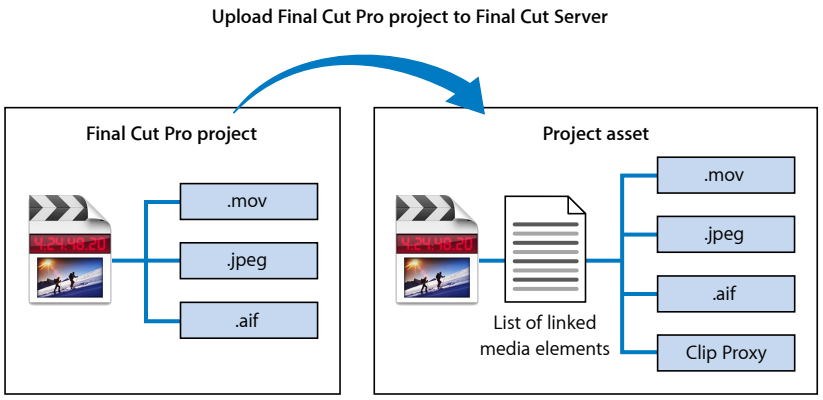
For information about how to get information about the asset that was just created, see About the Asset Info Window.

Uploading Final Cut Pro Projects

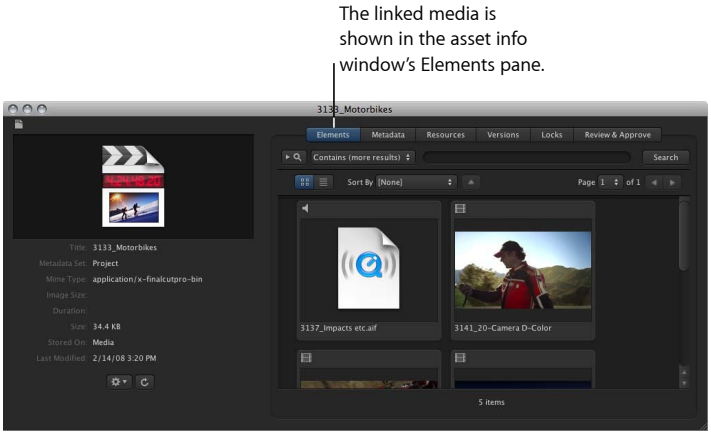
Final Cut Pro project assets have a different structure than media assets. When you upload a Final Cut Pro project to Final Cut Server, the Final Cut Pro project file is the primary representation for the asset. Final Cut Server discovers the video and other media files that are linked to the Final Cut Pro project and uploads each of the media files as a unique media asset. Final Cut Server then lists each of the project's linked media files as an element of the Final Cut Pro project.

Note: If your Final Cut Server administrator has turned on Edit Proxy file creation, an Edit Proxy will also be created for every video file that is linked to the Final Cut Pro project. This Edit Proxy is used for checking out Final Cut Pro projects for editing. For more information about the Edit Proxy feature, talk to your Final Cut Server administrator.

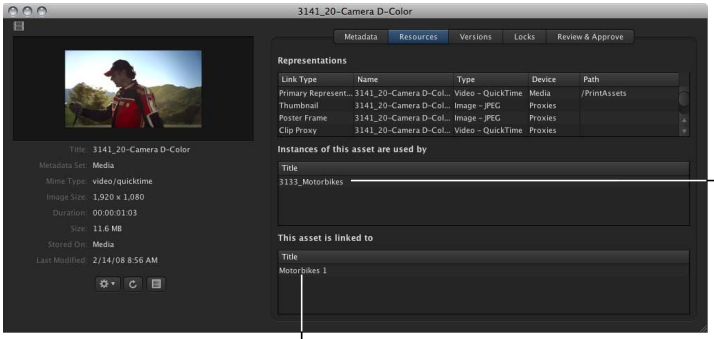
The illustration below shows a Final Cut Pro project at upload. Notice that the elements list is inside the asset, but the media assets that the elements list references are independent media assets. Any of the media assets can be found by double-clicking the element in the Elements pane; when you do this, the media asset's info window opens.



After a Final Cut Pro project has been uploaded, you can get information about the project's linked media files in the Elements pane of the Final Cut Pro project's asset info window.



Alternately, you can look at the Resources pane of a media asset's info window to see if a media asset is linked to a Final Cut Pro project.



Considerations When Uploading Final Cut Pro Projects

Keep the following things in mind when uploading Final Cut Pro projects:

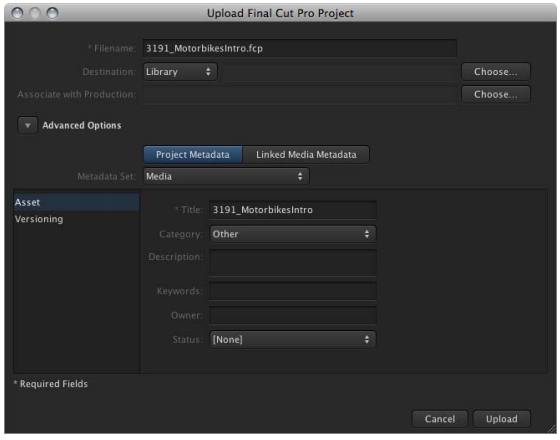
- *Uploading a Final Cut Pro project that contains a SmoothCam filter:* If you upload a Final Cut Pro project that uses the SmoothCam filter, the analyze file created from it is not uploaded to Final Cut Server. When you check out the project asset from Final Cut Server for editing, Final Cut Pro automatically re-analyzes the SmoothCam filter to re-create the project's analyze file. This analyze process could take some time.
- *Uploading a Final Cut Pro project that contains render files:* If you upload a Final Cut Pro project that contains render files, the render files are not uploaded to Final Cut Server. After checking out or exporting a Final Cut Pro project, you will need to rerender the files in Final Cut Pro.
- *Uploading a Final Cut Pro project that uses a Motion master template:* It is recommended that you upload Final Cut Pro projects that contain a Motion master template only to edit-in-place devices.
- *Include file extensions on all files uploaded to Final Cut Server:* It is recommended that you include file extensions on all files uploaded to Final Cut Server.

To upload a Final Cut Pro project file

1 Do one of the following:

- Drag the Final Cut Pro project file to the column on the left of the Final Cut Server main window, to the Assets pane, or to a production in the Productions pane.
- Choose Upload File from the Server pop-up menu (the pop-up menu in the Final Cut Server main window that appears when you click the Server button), select the Final Cut Pro project file in the file browser that appears, then click Upload.

  The Upload Final Cut Pro Project window appears.



2 Some of the information in the Link Final Cut Pro Upload window is automatically entered. You can change the metadata set and add any metadata for the new Final Cut Pro project and the linked media.

Important: Any metadata you enter for the project asset will be applied to the new project asset and to each asset being created for the linked media files.

3 If necessary, choose a new destination device from the Destination pop-up menu.

This specifies the device on which the file will be stored. If you have questions about which device to choose, contact your Final Cut Server administrator.

Note: Media and Library are the primary Final Cut Server devices. Talk with your Final Cut Server administrator about which other configured devices are appropriate for media file storage.

4 If you want to group the Final Cut Pro project asset in a production, click Choose at the right of the Associate with Production field and specify a production.

See Organizing Assets in Final Cut Server for more information about productions, including creating a new production.

5 Click Upload.

The upload begins. The upload progress is displayed above the Information pane in the bottom-left corner of the Final Cut Server main window.

6 To monitor the progress of the file upload, click the Downloads and Uploads button to display the Downloads & Uploads window.

7 After the file is uploaded, click the "Assets created by me" Smart Search listed under the My Smart Search heading to view the new asset or assets that you just uploaded.

For information about how to get information about the Final Cut Pro project asset that was just created, see About the Asset Info Window.

Uploading Final Cut Studio Projects

Final Cut Pro project assets are unique in that the relationship between a Final Cut Pro project and its linked media files is managed by Final Cut Server. Final Cut Studio project files can also be uploaded as assets and tracked by Final Cut Server, but the references between the project file and the media files are not automatically managed by Final Cut Server.

It is recommended that you upload a folder containing the Final Cut Studio project file and all of the media files linked to the project to Final Cut Server.

Important: It is possible to upload only a Motion, Soundtrack Pro, or DVD Studio Pro project file to Final Cut Server. When you upload only the project file, an asset will be created for only the project file. Unlike a Final Cut Pro project file, the Final Cut Studio project file will not include a list of elements. Instead of uploading a single project file, it is recommended that you upload a folder containing the Motion, Soundtrack Pro, or DVD Studio Pro project file and all of the media files linked to the project file to Final Cut Server.

When you upload a folder containing the Motion, Soundtrack Pro, or DVD Studio Pro project file and all of the media files linked to the project file, a dialog appears asking if you want to upload the folder and the files it contains as a bundle asset or as individual assets.

If you select Create Bundle Asset, the project file and each of the media files are uploaded as a bundle asset. Uploading the folder as a bundle asset guarantees that when you check out or export the bundle asset, all of the media files that were checked in with the project will still be there. The bundle asset can be checked out, edited, and checked back in; it can also be exported. However, when you upload a folder of files as a bundle asset, the files that the bundle asset contains are not available as separate assets in Final Cut Server.

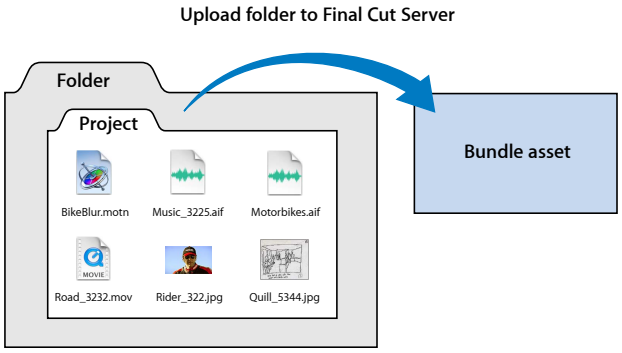
If you select Create Individual Assets, the project file and each of its linked media files are uploaded to Final Cut Server as single and unique assets. Because Final Cut Server does not manage the references between the project and media files, it is advised that you group the project asset and media assets in their own production, and that you add unique metadata to the project asset and media assets. You can perform both these tasks in the Upload window that appears after selecting Create Individual Assets. Although uploading a folder of files as individual assets requires some planning, it is useful because each of the files in the folder is uploaded as an individual asset and can be accessed from within Final Cut Server.

Important: It is recommended that you include file extensions on all files uploaded to Final Cut Server.

Uploading a Project and Its Media Files as a Bundle Asset

If you upload a Final Cut Studio project and its media files as a bundle asset, a single asset is created in Final Cut Server. This bundle asset is easy to work with: after checking out or exporting the bundle asset, the folder becomes visible and you can open the project file contained in the folder in the appropriate Final Cut Studio application. Assuming that the media was linked to the project file when the folder was uploaded to Final Cut Server, the project file will open with all its media connected and ready to use.

The illustration below shows a Final Cut Studio project being uploaded as a bundle asset. The bundle asset appears in Final Cut Studio as a single generic asset, with no indication of its project file or its linked media files.



If you upload a Final Cut Studio project and its media files as a bundle asset, the media and project files are not available to be viewed from within Final Cut Server. To access the media assets, you must check out the bundle asset and access the media files from inside the folder.

Important: If a Final Cut Studio project and its media files are uploaded as a bundle asset to a device that has been automated by your Final Cut Server administrator to scan for new assets, the files in the bundle asset will be analyzed and new assets will be created for each file in the bundle. If you upload a Final Cut Studio project and its media files as a bundle asset and then notice new assets have been created for the files in the bundle, contact your Final Cut Server administrator.

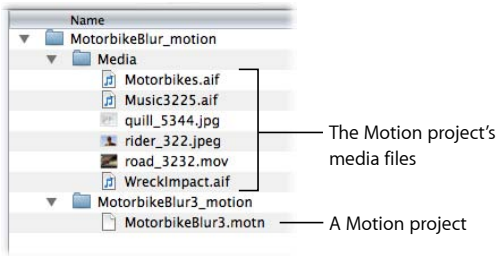
To upload a Final Cut Studio project file and its media files as a bundle asset

1. In the Final Cut Studio application, save the project and choose to collect the media. In Motion and Soundtrack Pro, you can do this by choosing File > Save As and choosing to collect the media in the Save As dialog. In DVD Studio Pro, you need to manually place the project and media files in a folder.

   For specific information about using Motion, Soundtrack Pro, or DVD Studio Pro, see the application's user manual.

   Important: When uploading a DVD Studio Pro project file and its linked media files, there is no need to upload .par files. When you check out and open the project in DVD Studio Pro, the .par files will be automatically re-created.

The project file and its media files are saved in a folder at the location you specified.



2 In Final Cut Server, create a new production for the project and its assets by following these steps:

   a Open the Productions pane by clicking Productions in the column at the left of the main Final Cut Server window.

   b Click the New Production button in the Toolbar.

   c Choose a metadata set for the new production from the Metadata Set pop-up menu.

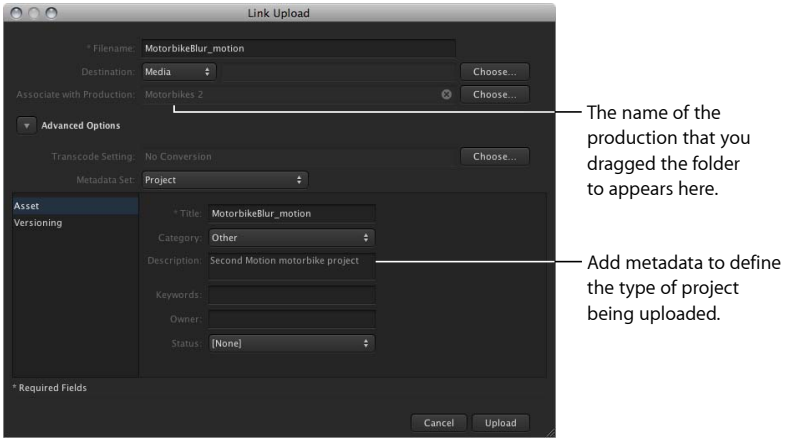
   d Depending on the production type you chose, a number of production metadata fields appear. Enter a title and other unique metadata for the project in these fields. Fields marked with an asterisk (*) must be filled in.

   e Click Save Changes to save the new production.

3 Drag the folder that contains the project file and its linked media from the Finder to the new production in the Final Cut Server Productions pane.

4 In the dialog that appears, choose to upload a bundle asset and then click Create.

   The Link Upload window appears. Note that the Associate with Production field shows the production that you dragged the folder to.



5 Choose a metadata set for the asset from the Metadata Set pop-up menu, and add metadata to one or more fields, defining this as a bundle asset.

6 If necessary, choose a new destination device from the Destination pop-up menu.

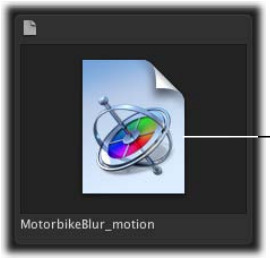
This specifies the device on which the file will be stored. If you have questions about which device to choose, contact your Final Cut Server administrator.

Note: Media and Library are the primary Final Cut Server devices. Talk with your Final Cut Server administrator about which other configured devices are appropriate for media file storage.

7 Click the Upload button to create the asset.

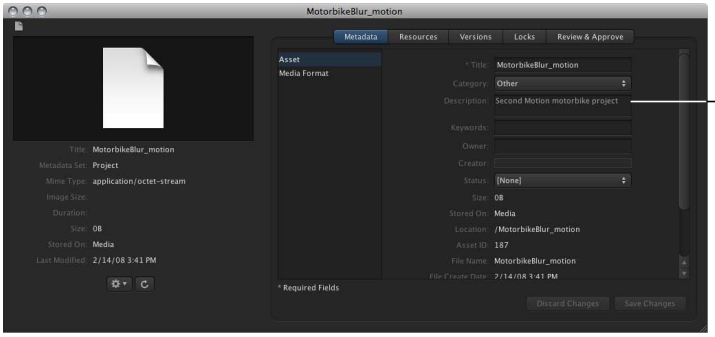
The file is uploaded and the bundle asset is created.

8 After the bundle asset is created, select the Productions pane, click the production you created, and click the Search button to view the new asset in Final Cut Server.



The bundled Motion project asset has a generic project icon in the top-left corner and a Motion application icon as its thumbnail.

If you need to identify the bundle asset later, you can open the asset's info window and view the metadata you added at upload.



Use the metadata you added at upload to identify the bundle asset.

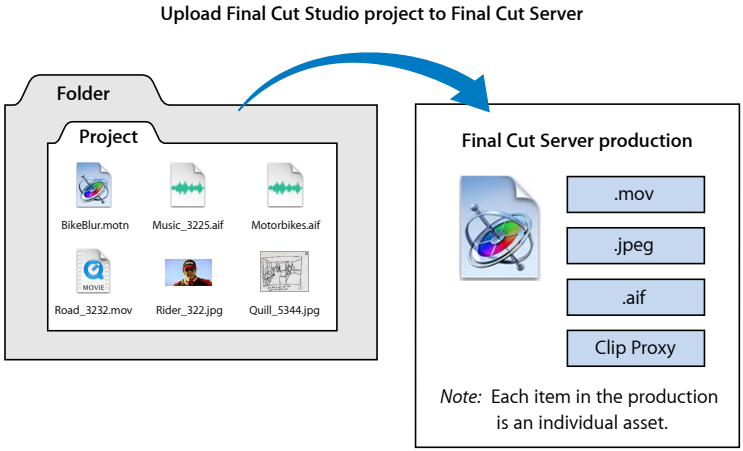
To learn how to get information about the asset that was just created, see About the Asset Info Window.

Uploading a Project and Its Media Files as Individual Assets

If you upload a Motion, Soundtrack Pro, or DVD Studio Pro project and its media files as individual assets, an asset for each of the files in the folder is created. The project file uploads in a manner similar to the Final Cut Pro project file; the big difference is that unlike a Final Cut Pro project asset, the project's media files are not referenced to the project file.

To keep the project and its media together, you can add unique metadata to the assets, perhaps adding the project name or other useful labels. To conveniently store your project and media assets together, you can upload the files to a new or existing production.

The illustration below shows a Final Cut Studio project and its media being uploaded as individual assets within a Final Cut Server production.



Important: It is recommended that you upload a Final Cut Studio project file and its media files into a common production. It is also recommended that you add unique metadata to the project asset and each of its media assets. This metadata should be used only on the project asset, media assets, and the production. Adding unique metadata and creating a production gives you two ways to connect the project asset and its media assets.

To upload a Final Cut Studio or other project file and its media files as individual assets

1 In the Final Cut Studio application, save the project and choose to collect the media. In Motion and Soundtrack Pro, you can do this by choosing File > Save As and choosing to collect the media in the Save As dialog. In DVD Studio Pro, you need to manually place the project and media files in a folder.

For specific information about using Motion, Soundtrack Pro, or DVD Studio Pro, see the application's user manual.

Important: When uploading a DVD Studio Pro project file and its linked media files, there is no need to upload .par files. When you check out and open the project in DVD Studio Pro, the .par files will be automatically re-created.

The project file and its media are saved in a folder at the location you specified.

2 In Final Cut Server, create a new production for the project and its assets by following these steps:

a Open the Productions pane by clicking Productions in the column at the left of the main Final Cut Server window.

b Click the New Production button in the Toolbar.

c Choose a metadata set for the new production from the Metadata Set pop-up menu.

d Depending on the production type you chose, a number of production metadata fields appear. Enter a title and other unique metadata for the project in these fields. Fields marked with an asterisk (*) must be filled in.

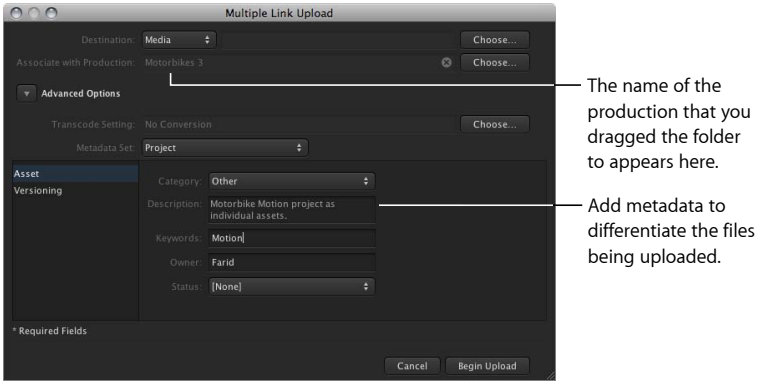
e Click Save Changes to save the new production.

3 Drag the folder that contains the project file and its linked media from the Finder to the new production in the Final Cut Server Productions pane.

4 In the dialog that appears, choose to upload individual assets and then click Create.

5 A dialog appears, advising that Final Cut Server is unable to manage references that may exist in the project file you are uploading. Click Continue.

The Multiple Link Upload window appears. Note that the Associate with Production field shows the production that you dragged the folder to.



6 Choose a metadata set for the assets from the Metadata Set pop-up menu.

Add unique metadata to the files being uploaded. Adding project-related metadata will help you keep track of the assets that are linked to the project asset.

7 If necessary, choose a new destination device from the Destination pop-up menu.

This specifies the device on which the file will be stored. If you have questions about which device to choose, contact your Final Cut Server administrator.

Note: Media and Library are the primary Final Cut Server devices. Talk with your Final Cut Server administrator about which other configured devices are appropriate for media file storage.

8 Click the Begin Upload button to create assets for the project file and its linked media files.

The files are uploaded. The upload progress is displayed above the Information pane in the bottom-left corner of the Final Cut Server main window. If you want to monitor the progress of the file upload, click the Downloads and Uploads button to display the Downloads & Uploads window.

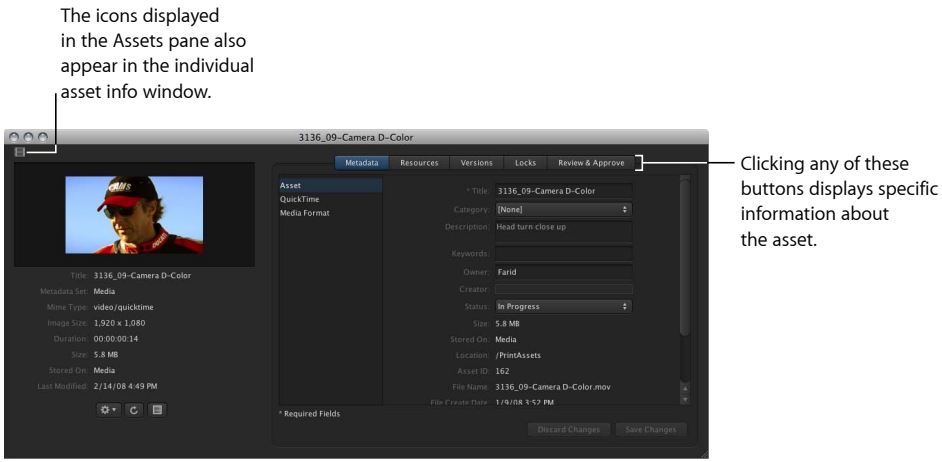
9 After the files are uploaded, select the Productions pane, click the Search button, and double-click the production to view the asset aliases.

The Final Cut Studio project file and each of its media files have been uploaded as assets. The assets also appear in the Assets pane of the Final Cut Server main window.

To learn how to get information about the assets that were just created, see About the Asset Info Window.

About the Asset Info Window

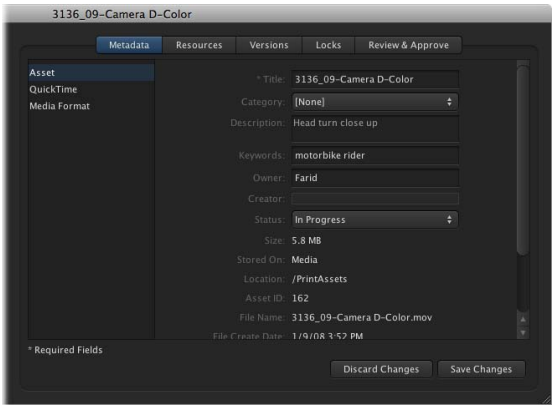
When you double-click any asset, including an image sequence, bundle asset, or Final Cut Pro project asset, in the Assets pane or click the asset's alias that is inside a production, the asset's info window appears. Final Cut Server uses the information in the info window to track and manage the asset.


The icons displayed in the Assets pane also appear in the individual asset info window.
3136_09-Camera D-Color
Metadata
Resources
Versions
Locks
Review & Approve
Clicking any of these buttons displays specific information about the asset.

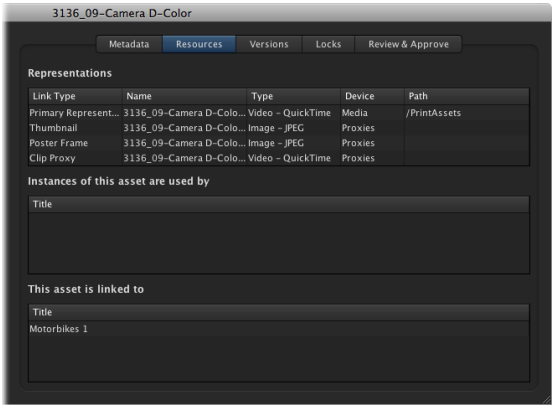
About Media, Image Sequence, and Bundle Asset Info Windows

Media asset info windows contain panes for information about metadata, resources, versions, locks, and the Review and Approve feature.

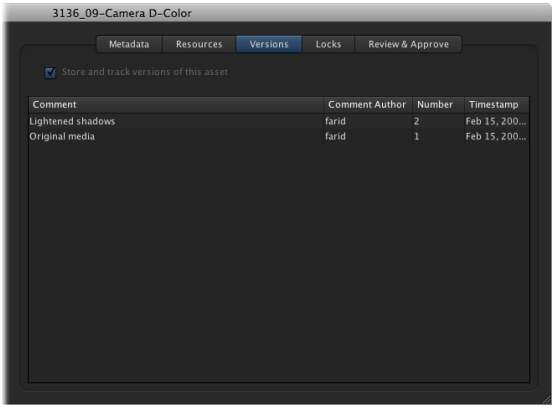
- *Metadata pane:* This pane shows the metadata for both the asset and its primary representation file. You can update any field in this pane by typing text or a value and then clicking the Save Changes button.



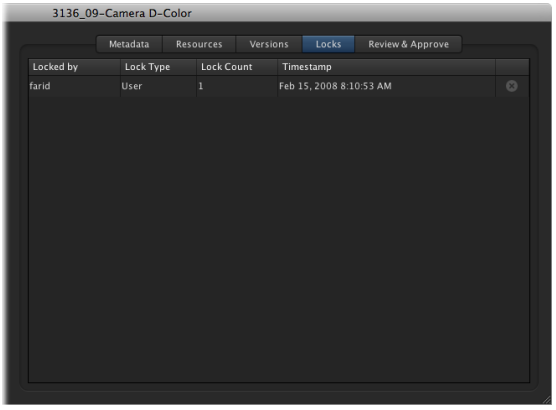
- *Resources pane:* This pane shows information about the primary representation and proxy files created for the asset. It also shows other places the asset is used and other assets that this asset is linked to.



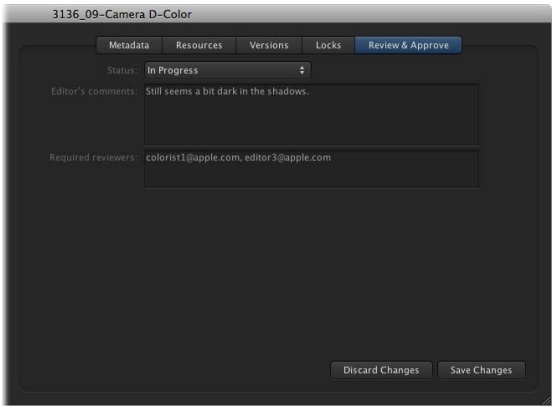
- *Versions pane:* This pane shows different versions that have been created for the asset. See Adding Versions for a Media or Project Asset for more information about creating versions.



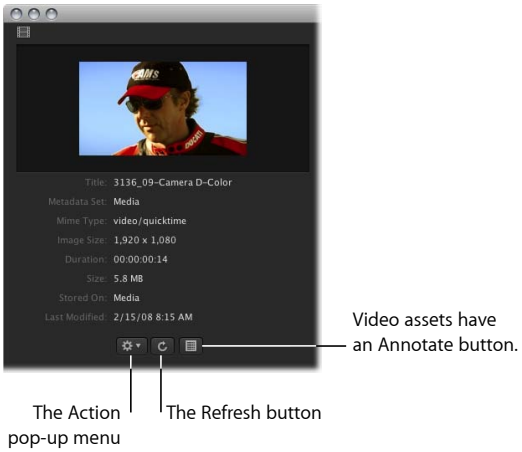
- *Locks pane:* This pane shows information about any locks on the asset. See Locking and Unlocking an Asset for more information.



- *Review & Approve pane:* If your Final Cut Server administrator has set up the Review and Approve feature, the Review & Approve pane is used for sending out review notification emails. Your Final Cut Server administrator must set up this feature for it to work properly. See About the Review and Approve Feature for more information.

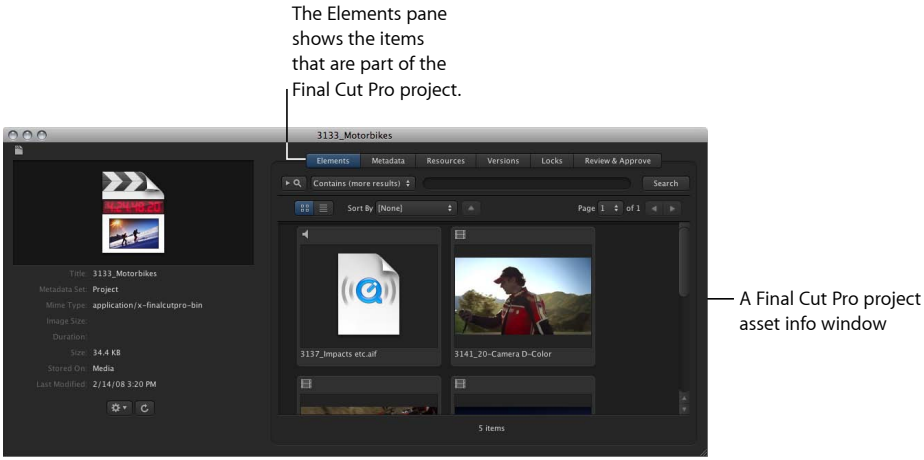


The info window for a media asset also contains a Refresh button that you can use to update the asset info window, and an Action pop-up menu that contains commonly used actions. The info window for a video asset also contains an Annotate button that opens the Annotations window.



About the Final Cut Pro Project Info Window

A Final Cut Pro project info window is slightly different than other types of asset info windows. A Final Cut Pro project info window's Action pop-up menu does not have all of the items that are in the Action pop-up menu for other types of assets because certain actions cannot be performed on a Final Cut Pro asset. It also contains an additional pane, the Elements pane.



Final Cut Pro project elements are representations of the clips that are used in the Final Cut Pro project. Final Cut Server creates the elements from the media assets that are created when the Final Cut Pro project is uploaded to Final Cut Server. See Uploading Final Cut Pro Projects for more information about elements.

Organizing and Searching the Final Cut Server Catalog

4

When you upload assets, they are added to your Final Cut Server catalog, along with the other assets uploaded by you and other Final Cut Server users that make up the Final Cut Server catalog. As the number of assets in your catalog increases, creating and managing searches becomes more important. This chapter covers ways you can use Final Cut Server to organize and search for your assets.

This chapter covers the following:

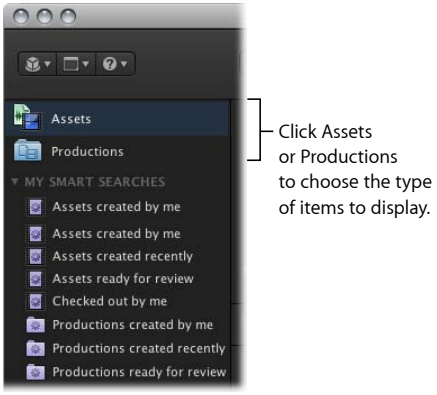
- Organizing Assets in Final Cut Server (p. 53)
- Searching in Final Cut Server (p. 62)
- Displaying Search Results (p. 69)
- Tracking the Status of an Asset or Production with Metadata (p. 69)
- Adding and Changing Asset Metadata (p. 71)
- Searching Devices and Jobs (p. 72)

Organizing Assets in Final Cut Server

Before you can organize or search for assets in the Final Cut Server catalog, you must understand how the Assets and Productions panes are structured.

When you click Assets in the Final Cut Server main window, all of the assets that have been uploaded to Final Cut Server are displayed. All assets remain on this single level in the Assets pane.

Similarly, when you click Productions in the Final Cut Server main window, all of the top-level productions are displayed. Unlike assets, productions can be nested inside of each other, creating hierarchical levels. Productions are used to organize asset *alias files*, small reference files that link to the original asset. For example, if you upload a Soundtrack Pro project file and the audio files used in that project, you can create a production to hold the Soundtrack Pro project asset and media files during the upload process. After the upload is complete, the production will contain the Soundtrack Pro project's asset alias and aliases to each of the project's media files. Productions are also used to group related projects; for example, you can create a production that contains aliases to all of the Final Cut Pro project assets in progress for a particular client.



You can create many levels of productions to organize asset aliases. To find a particular asset or production, you can browse the productions by clicking through them, or you can perform a search to narrow the number of productions and assets that are displayed. The simplest search you can perform is to enter a search term in the search field and click the Search button. You can also perform an advanced search, which allows you to search for a term in a particular metadata field. See Searching in Final Cut Server for more information.

If you want to keep a search, you can save it. Searches you save are listed under the My Smart Searches heading in the column at the left of the main Final Cut Server window. See Creating a Smart Search for more information.

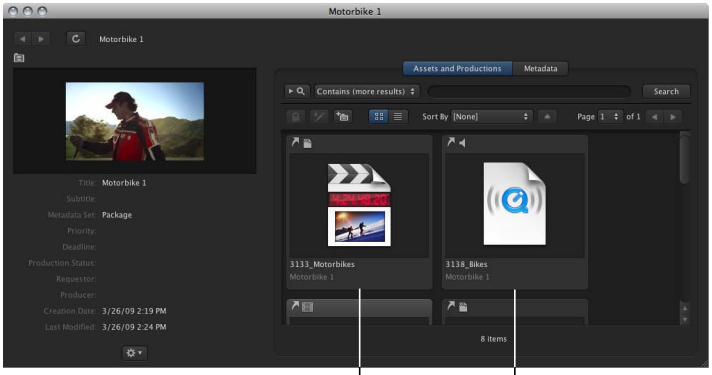
Your Final Cut Server administrator can customize the advanced search metadata fields in your Final Cut Server system. For more information, contact your Final Cut Server administrator.

About Assets

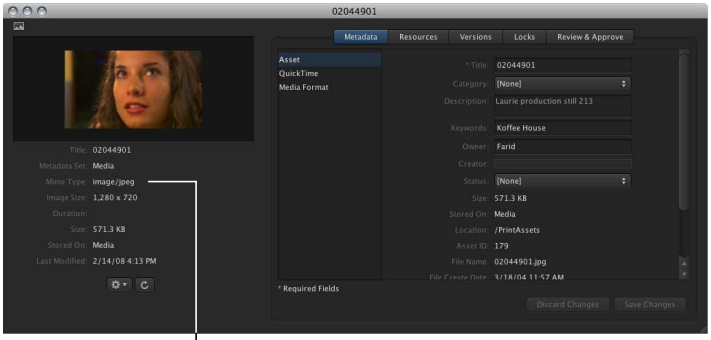
Assets can be divided into three general categories: media assets, Final Cut Pro project assets, and Final Cut Studio or other project assets.

Media assets are created when audio, video, graphic, or other media files are uploaded to Final Cut Server. Final Cut Pro project assets are created when Final Cut Pro projects are uploaded to Final Cut Server. The Final Cut Pro project asset info window contains an Elements pane that lists the media assets that are used by the Final Cut Pro project file. Final Cut Studio project assets are created when Motion, Soundtrack Pro, and DVD Studio Pro project files are uploaded to Final Cut Server. Unlike Final Cut Pro project assets, these project files require you to manually organize the project's linked media assets. (Note that a Final Cut Studio project and its media can be uploaded as either a bundle asset or as individual assets.) See Uploading Files to Final Cut Server for more information about the assets you can upload to Final Cut Server.

Many assets display an icon (video, audio, and graphic icons, for example) or an application symbol on their thumbnails (Final Cut Studio project files, for example) to help you identify the type of asset.



You can also get information about an asset by looking at its MIME type. The MIME type describes either the type of information contained in the primary representation file or the application in which the primary representation file was created.



The MIME type for this image asset is shown here.

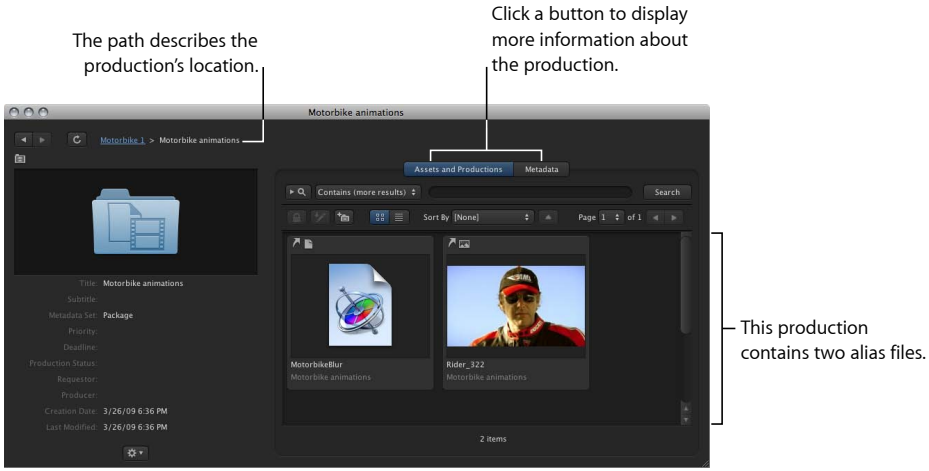
You can search for a specific MIME type; if you use that search often, you can save it as a Smart Search. See Searching in Final Cut Server for more information.

About Productions

Productions are containers you can use to organize asset aliases and other productions. You can nest productions inside each other to create complex hierarchies of productions.

The assets that are available through the Assets pane in the main window of Final Cut Server cannot be copied or moved into a production. Instead, when you upload, move, or copy an asset into a production, an *alias* that points to the original asset appears in the production. An alias looks very similar to an asset; its distinguishing feature is the alias icon that appears on the top-left corner of the asset (in Thumbnails view) or in the leftmost column (in List view). For more information about asset icons and thumbnail and list view, see List View.

When you click the Productions pane, all of the top-level productions are listed in the main part of the window. You can double-click any of these productions to open the production's info window and see its contents. A path describing the location of the production is shown in the top-left corner of the production. If you click any blue linked production shown in this path, that production will open in a new production info window.



Creating Productions

You can create a new, empty production at the top-level of the Productions pane or inside any existing production. You can also create a production that contains one or more selected assets, saving you the step of manually putting an alias of an asset in the production.

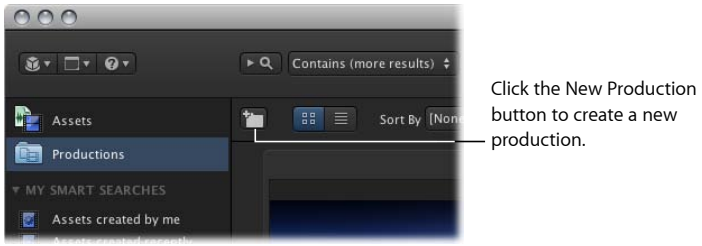
To create a production

1 Do one of the following:

- In the Assets pane of the main window, select one or more assets and click the New Production from Selection button in the Toolbar.

  This will create a new production at the top level of the Productions pane that contains aliases for the selected assets.

- In the Productions pane of the main window, click the New Production button in the Toolbar.



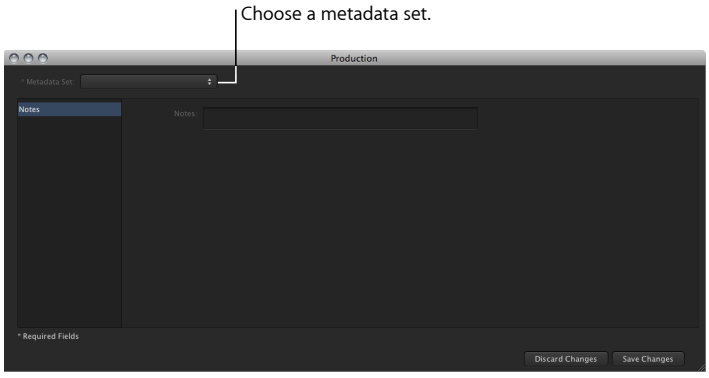
  This will create a new, empty production at the top level of the Productions pane.

- In an open production info window, click the New Production button in the Toolbar.

  This will create a new, empty production inside the existing production.

The Production window appears.

2 Choose a metadata set for the production from the Metadata Set pop-up menu.



3 Depending on the metadata set you chose, a number of metadata fields appear. Enter information for the production, including a title and priority status, and parent production if applicable, in these fields.

  Note: Fields marked with an asterisk (*) must be filled in.

4 Click Save Changes.

  The Production window closes.

After you create a production, it appears in the Productions pane if it is a top-level production, or nested inside a production. You can view productions in several ways.

Browsing and Searching for Productions

After you create a production, it can be located in the top level of the Productions pane, or nested inside a production. You can browse the production hierarchy; you can also search for specific productions within the Final Cut Server catalog. How you choose to search for the production you are looking for can depend on the number of productions that exist in your organization's Final Cut Server catalog and the depth of the production, as well as your workflow.

To view all the top-level productions in the Productions pane

- Click Productions. All of the existing top-level productions are shown in the display area.

After viewing a top-level production, you have more ways to navigate the production hierarchy.

To browse the contents of a top-level production within a single production info window

Do one of the following:

- Double click any top-level production to view its contents.

  A new production info window appears, displaying the asset aliases and productions it contains. A count of the items shown is displayed at the bottom of the production info window.

- From within a production info window, double-click any production to view its contents. The production info window refreshes, displaying the asset aliases and productions it contains. A count of the items shown is displayed at the bottom of the production info window.

  As you browse a production hierarchy by double-clicking productions, the production info window continues to refresh and display new production information. The path of each open production is displayed in the top-left corner of the production info window. You can keep track of where you are in the production hierarchy by watching the path at the top.

- Final Cut Server remembers productions that have been viewed. You can click any part of the blue linked production path to go to that production, or click the left or right arrow to move to previously viewed productions.

- Control-click any portion of the production path to display a shortcut menu containing all the components of the path. Choose one of the components to display it.

As you navigate, you may find it helpful to open additional production info windows.

To open a new production info window

- Control-click a production, then choose New Window or Get Info from the shortcut menu.
- Double-click an arrow button or a production to open that production in a new production info window.

You can also search productions. For information about searching, see Searching in Final Cut Server.

Organizing Assets and Productions

When organizing assets and productions, it is important to remember that assets appear only in the Assets pane of the main window of Final Cut Server. Aliases to the assets in the Assets pane are used within productions.

The following sections explain how to move, copy, and delete asset aliases and productions.

Organizing Asset Aliases

You can add asset aliases to productions either from within Final Cut Server or when uploading new files to Final Cut Server. For instructions on how to add a media or project asset to a production during the upload process, see Uploading Files to Final Cut Server.

To create an asset alias in a production

1. Browse to the production you want to create the alias in and double-click it to view the production info window.
2. Browse to the asset in the Asset catalog.
3. Drag the asset into the production info window.

   You'll see a green plus sign near the cursor in the production info window that you are copying to.

   The asset alias appears in the production info window.

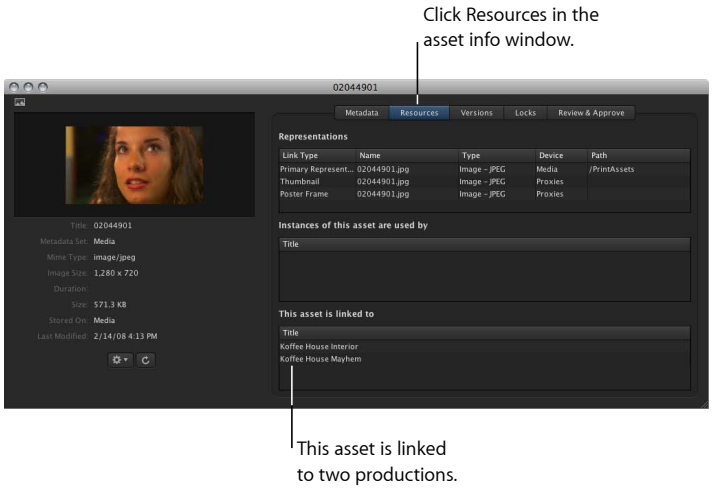
To move or copy an asset alias from one production to another

1. Browse to the production you want to move or copy an asset alias to, either by clicking Productions in the main window and browsing to the production or by searching for the production.

   Then double-click the production to view its production info window.
2. Browse to the asset alias in an existing production.
3. Do one of the following:
   - Drag the asset alias into the open production window to move it from one production to another.
   - Option-drag the asset alias into the open production window to copy it to the open production.

The asset alias appears in the production info window you moved or copied it to. The title and production info for the asset alias is shown on the asset in both Thumbnails view and List view; this information becomes useful when looking at search results.

After you add an asset alias to a production, Final Cut Server tracks the asset as a linked asset. You can find out what productions an asset is linked to by opening the asset's info window and clicking Resources. A list of productions that the asset is linked to is displayed in the bottom-right area of the asset info window.



To remove an asset alias from a production

1. Open the production's info window.
2. Select the asset that you want to remove from the production.
3. Control-click the asset, then choose Remove from Production from the shortcut menu.

The asset alias is removed from the production.

Organizing Productions

At certain points in your workflow, you may need to move, copy, and delete productions. Keep in mind that unlike assets, productions do not have aliases.

To move a production to the Productions pane (top-level) of the main window

1. Locate the production you want to move.
2. Open the production's info window by doing one of the following:
   - Double-click the production.
   - Control-click the production, then choose Get Info from the shortcut menu.
3. Click the Action button and, in the pop-up menu that appears, choose Move to Top Level.

The production appears as a top-level production.

To move a production to another location within a production hierarchy

1. Locate the production you want to move.

2 In a new window, browse to the nested production you want to move the other production to.

3 Drag the production to its new location.

You will see the production folder move to its new location; however, the production folder will also remain in the old location.

The production is in its new location.

To copy a production to another location within a production hierarchy

1 Locate the production you want to move.

2 In a new window, browse to the nested production you want to move the other production to.

3 Option-drag the production to its new location.

You'll see a green plus sign near the cursor in the production info window that you are copying to.

The production folder appears in both locations.

When you delete a production, any productions or asset aliases that it contains will be deleted.

To delete a production and all of its contents

1 In the Productions pane, Control-click the production that you want to delete, then choose Delete from the shortcut menu.

2 In the delete dialog that appears, click Delete to continue.

The production and its contents are deleted.

Searching in Final Cut Server

Final Cut Server provides several ways to search for assets and productions. You can search the Assets and Productions panes in Final Cut Server, searching by various metadata including title, creation date, location, keywords, and more. For example, you can create a keyword and then create a saved search in Final Cut Server to locate all assets and productions that contain that keyword. You can save frequently used searches under the My Smart Searches heading, or use system-wide Smart Searches that are set up by your administrator and listed under the Smart Searches heading. Finally, you can perform specific searches on available devices and search for jobs performed by Final Cut Server.

Important: Search results will include every alias for an asset. Depending on the amount of aliases used in your catalog, a search could return many aliases pointing to the same asset.

After configuring a search, you can save the search, making it available to you with one click of your mouse.

Doing a Simple Search

To perform a simple search of the Assets or Productions pane in Final Cut Server, you choose a search type and enter a term. Final Cut Server searches for that term in every metadata field on every asset or production. Searching is not case sensitive.

In the Simple Search field, you can choose between two simple search types:

- Choosing Contains finds the term you enter within a single metadata field. If, for example, you enter the term *se*, Final Cut Server searches for all terms that include *se*, including *serenade*, *sunset*, and *dense*, in a single metadata field.
- Choosing Matches Word searches for a particular word or words in every available metadata field. Matches Word searches are based on *stemming*, a process that identifies the root of the word, which gets modified by the grammatical requirements of the English language. For example, the stem of *work*, *works*, *worked*, and *working* is *work*. Therefore, if you enter the search term *working*, Final Cut Server stems the term to *work* and then returns all assets with a stemmed term of *work* in any of the asset's metadata fields.

  Note: In stemming a phrase, common words such as *the*, *a*, *and*, and *but* are ignored.

You can make simple searches more specific by using a search delimiter.

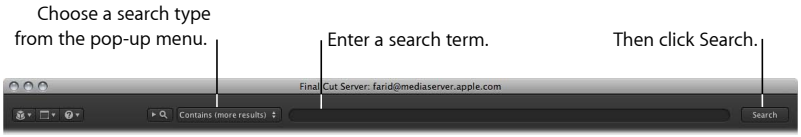
Search limiter	Example	Returns
Multiple search terms	*hurricane wind water*	Assets with the terms *hurricane*, *wind*, and *water*
Search terms in quotation marks	*"Hurricane Alma"*	Assets with the entire search phrase *Hurricane Alma*
Negative (-) search term	*"Hurricane-Alma"*	Assets with the term *Hurricane*, (and without the term *Alma*)

To perform a simple search

1. In the Assets or Productions pane, choose a search type (Contains or Matches Word) from the Search pop-up menu.
2. Enter one or more search criteria in the search field.

   For example, if you want to search for a specific MIME type, enter the complete MIME type in the search field.

3 Click the Search button.



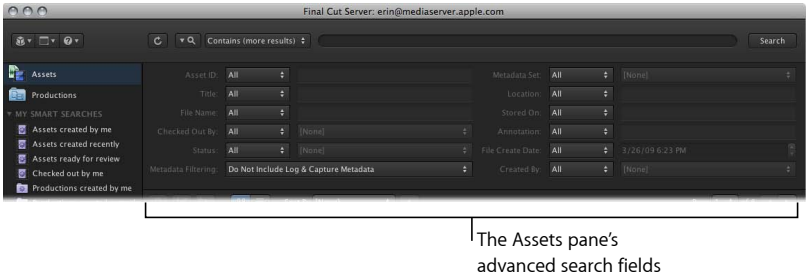
Every asset and production that contains the search criteria you entered is returned, and the number of assets found appears in the bottom of the main window.

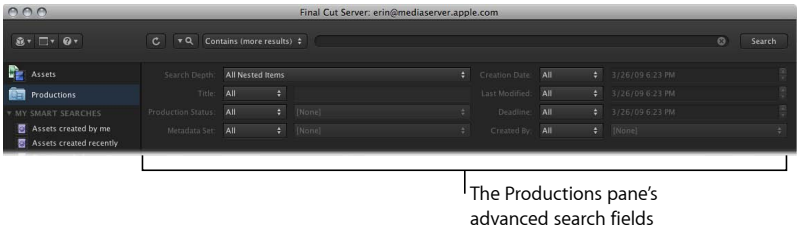
Important: After entering a search term, the search field remembers the term you last entered. This makes it simple for you to repeat the search you entered previously. To clear the search field, you must click the delete button on the far right of the search field or delete the search term.

Doing an Advanced Search

When you click to open the search disclosure triangle, you see the advanced search fields. These fields let you search specific metadata fields in an asset or production for the term or terms you enter.

The Assets and Productions panes have different advanced search fields.





Note: If the advanced search fields in your copy of Final Cut Server are different than the fields shown above, your Final Cut Server administrator has customized the advanced search fields. Talk to your administrator about how to use fields specific to your organization.

The pop-up menu next to each metadata field provides an appropriate search filter. A search filter sorts the search returns by the filter criteria.

Text filtering criteria are used to search Title, Filename, Location, Stored On, and other metadata fields. You can use the following filters to search these metadata fields:

Filter	Definition
All	Returns all text entered.
Equals	Returns only the text entered.
Not Equals	Returns assets that do not contain the text entered, including the absence of text.
Not Equals and Not Blank	Returns assets that do not contain the text entered.
Contains	Returns all assets that include the text entered.
Begins with	Returns assets that begin with the text entered.
Ends with	Returns assets that end with the text entered.
Matches Word	Returns the entire text string.
Any Of	Returns assets that match any of the text strings entered in the field. (Separate individual text strings with commas.)

Date-filtering criteria are used to search Creation Date, File Creation Date, Deadline, and other date-related metadata fields. Note that date filtering is relative to the time you used it; if you create a Smart Search using a date filter, it retains the date on which you created the Smart Search.

You can use the following filters to search these metadata fields:

Filter	Definition
All	Returns all numbers.
Last 2 hours	Returns all assets that were uploaded or modified within the last two hours of the last search.
Last 24 hours	Returns all assets that were uploaded or modified within the last 24 hours of the last search.
Last 7 days	Returns all assets that were uploaded or modified within the last seven days of the last search.
Last 31 days	Returns all assets that were uploaded or modified within the last 31 days of the last search.
Before	Returns all assets that were modified before the date you enter.
After	Returns all assets that were modified after the date you enter.

To perform an advanced search

1 In the Assets or Productions pane, click the search disclosure triangle to reveal the advanced search terms.

2 Enter one or more search criteria in the metadata field or fields that you want to search.

3 Click the Search button.

Every asset and production that contains the search criteria you entered is returned, and the number of assets found appears in the bottom of the main window.

Important: Like the search field used for a simple search, the advanced search fields retain the information you last entered. This makes it simple for you to repeat the search you entered previously. To clear the advanced search fields, you must click the delete button on the far right of the search field.

Search Examples

Find an asset or production by using its location in one of the following searches:

- Enter the name of the device on which the asset is stored in the Stored On advanced search field, and the asset's relative path (starting from the device on which it is stored) in the Location advanced search field.
- For assets stored on a device that uses a Contentbase file system, enter the name of the device on which the asset is stored in the Stored On advanced search field.

Find a production or asset by searching the Productions pane using one of the following searches:

- Choose All Nested Items from the Search Depth pop-up menu, and optionally enter all or a portion of the production's title in the search field.
- Navigate several levels deep in the production hierarchy, choose Single Level from the Search Depth pop-up menu, and optionally enter a creation date, Created By criteria, or other metadata criteria.

Limit search results to include only assets or only productions by doing the following:

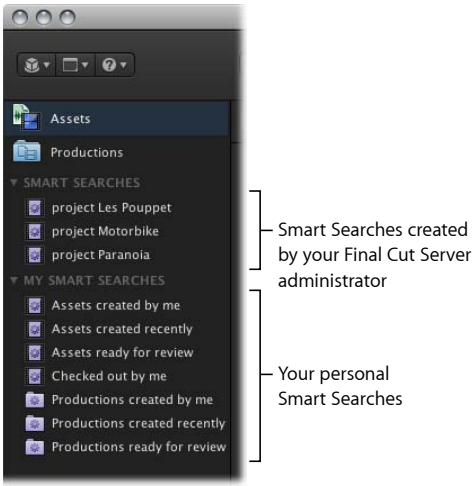
- Choose Assets Only or Productions Only from the Search type pop-up menu.

After you've entered the search criteria, click the Search button to return the search results.

Using Smart Searches

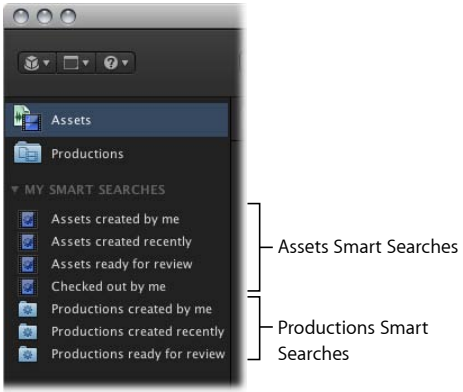
Smart Searches can be created by you or your system administrator. Smart Searches created and maintained by you are listed under the My Smart Searches heading in the column on the left of the main Final Cut Server window, and only appear in your copy of the Final Cut Server client. Several common Smart Searches are available after you first install the Final Cut Server client; you can edit or delete these Smart Searches if you do not need them.

System-wide Smart Searches are created and maintained by your Final Cut Server administrator. After your administrator creates one and you quit and restart your Final Cut Server client, the Smart Search will appear under the new Smart Searches heading in the column on the left of the main Final Cut Server window.



To search the Assets or Productions pane using a Smart Search

- Click a Smart Search listed under the My Smart Searches or Smart Searches heading in the column on the left of the main Final Cut Server window.



The search results appear in the main part of the window.

Creating a Smart Search

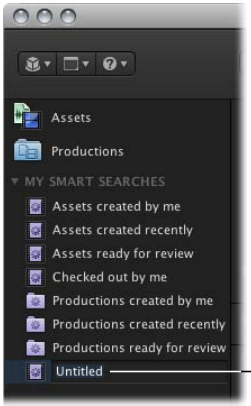
If you want to save a simple or advanced search that you have configured, you can create a Smart Search. Smart Searches are useful because you can customize them for your local computer and personal workflow. Once you create a local Smart Search, you can use it again and again.

Note: A Smart Search is only saved for the user who created it. The Smart Search is not saved to other users' or the administrator's Final Cut Server clients.

To create a local Smart Search

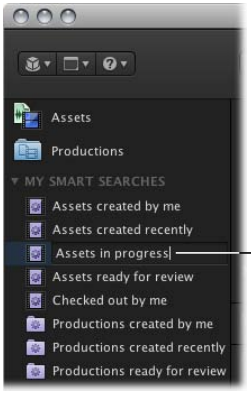
1 After configuring a search, click the Save as Smart Search button in the bottom-right corner of the Final Cut Server main window.

The Smart Search appears in the Smart Searches list in the column on the left of the window. It is titled "Untitled" and is selected.



After you click Save as Smart Search, a new Smart Search appears.

2 Enter a name for the Smart Search, then press Return.



The new Smart Search is added to the Smart Searches list in alphabetical order.

The Smart Searches name is saved in Final Cut Server.

After you have created a Smart Search, you cannot modify it. You can, however, delete a Smart Search at any time.

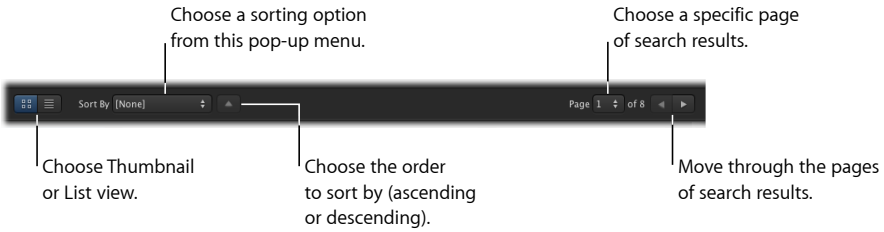
To delete a Smart Search that you created

- Control-click the Smart Search, then choose Delete from the shortcut menu.

The Smart Search is deleted.

Displaying Search Results

In the Assets and Productions panes, you can view your search results in Thumbnails or List view and change the display order of items using the Toolbar buttons and controls.


Choose a sorting option from this pop-up menu.
Choose a specific page of search results.
Sort By [None]
Page 1 of 8
Choose Thumbnail or List view.
Choose the order to sort by (ascending or descending).
Move through the pages of search results.

To change the view of your Assets or Productions pane (filtered or otherwise)

- Click the Thumbnail View or List View button.

To change the order in which the items are displayed in the Assets or Productions pane

- Choose a sorting option from the Sort By pop-up menu.

To move between pages of search results

- Use the page navigation buttons to move to the previous or next page or to choose a different page to display.

Note: The number of items shown per page is set to 25 by default. You can change the number of items shown per page in the Preferences window.

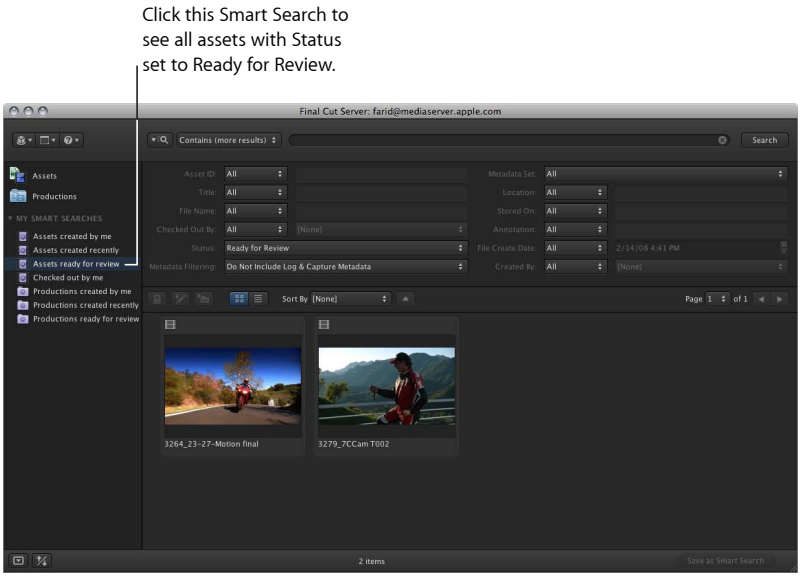
Tracking the Status of an Asset or Production with Metadata

Final Cut Server comes with several default Smart Searches and metadata sets that you can use to determine the status of an asset. The Status metadata set, for example, was designed to help you track the status of assets and productions in Final Cut Server. Assets and productions have a slightly different set of Status metadata fields.

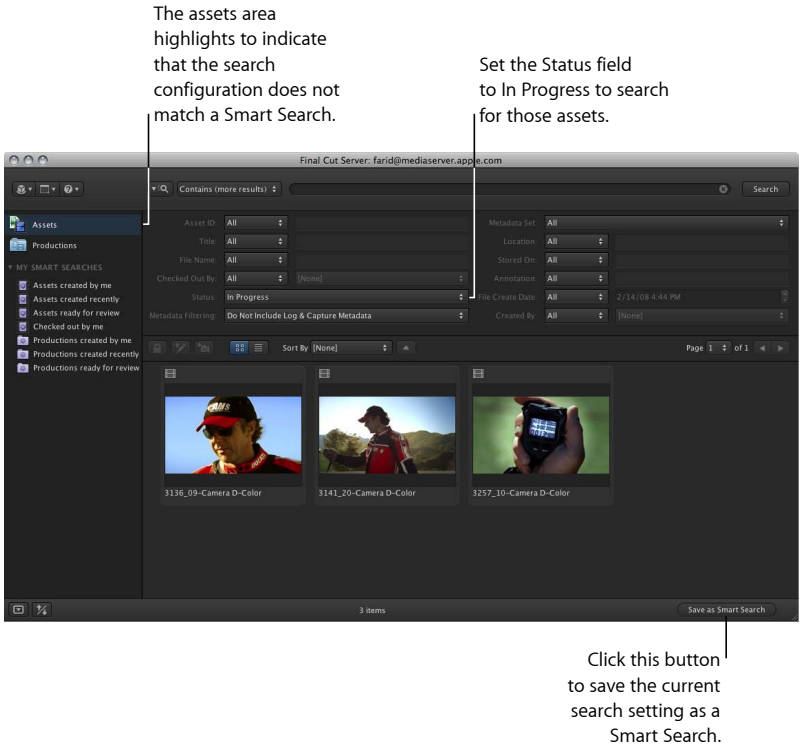
See Using Status Metadata to Track Assets and Productions for more information about tracking the status of assets and productions.

Important: Your Final Cut Server administrator may have modified the Status or other metadata available for assets or productions to meet the needs of your organization's workflow. If you have questions about the metadata available on an asset, contact your Final Cut Server administrator.

As your work progresses, you can search for assets that are in a particular phase of your workflow by searching for their status or other metadata. Final Cut Server comes with several preconfigured Smart Searches that make it easy for you to find recently modified assets or assets marked with the Status metadata field set to “Ready for Review.”



You can configure your own search using the advanced search options. For example, you can search for all assets that have a Status metadata field set to In Progress. After setting up a search, you can save it as a Smart Search.



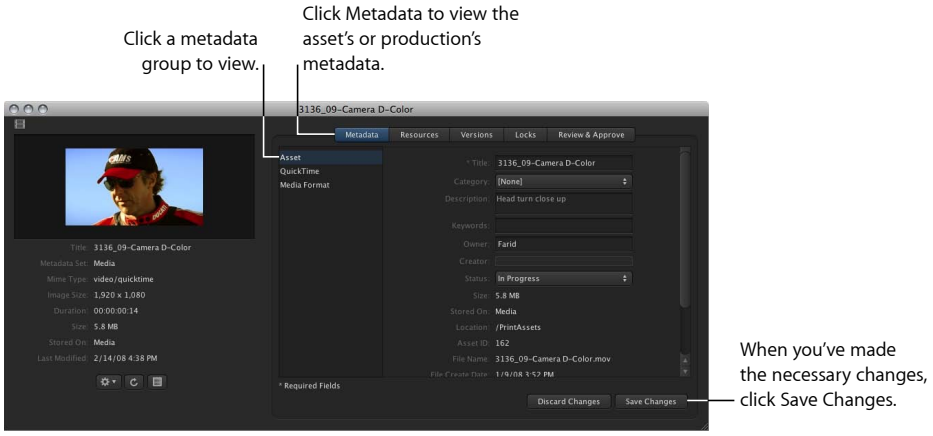
Adding and Changing Asset Metadata

As an asset moves through your organization's workflow, you may want to add or change the metadata associated with the asset. For example, when an asset has been edited and is ready to be reviewed by a client, you can set the asset's Status metadata field to "Ready for Review."

To add or change the metadata associated with an asset

1. Double-click the asset in the Assets pane or in a production.
2. In the asset info window, click Metadata.

3 Choose a metadata group to view.



4 Enter new details in any of the metadata fields or make choices from the pop-up menus.

5 When you've finished modifying the metadata, click Save Changes.

The changes you made are saved.

Note: Make sure you click the Search button after updating asset metadata to refresh the Assets pane.

Searching Devices and Jobs

Two advanced user searches, Search Devices and Search All Jobs, are available in the Final Cut Server client. Depending on your permissions, these searches may or may not be available for your use. If you have questions about when it is appropriate for you to use these searches, contact your Final Cut Server administrator.

Searching Devices

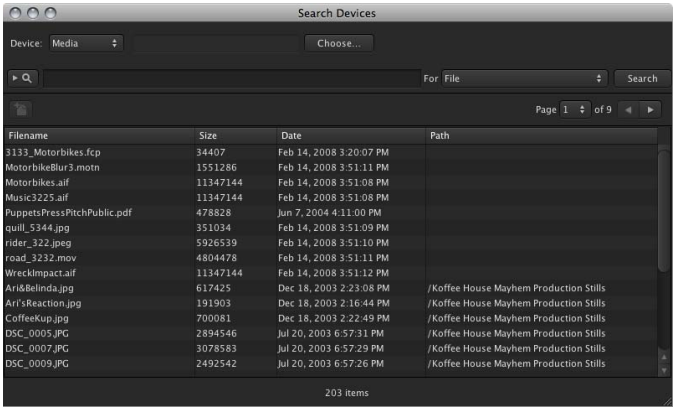
If your Final Cut Server administrator has given you permission, you can search for a file on any device connected to Final Cut Server. This allows you to examine the contents of a device, including items that have not been added to the Final Cut Server catalog.

The devices that you, as a client user, have access to are determined by your Final Cut Server administrator. Consider speaking to your Final Cut Server administrator before searching for or working with a file on a device.

Warning: Use the Search Devices window with caution. When you search a device, you are searching for files, not Final Cut Server assets. Devices can contain files that both have and have not been added to the Final Cut Server catalog. From the Search Devices window, you can add a media file to your Final Cut Server catalog, and copy, delete, and download the file to your local system; taking some of these actions could result in making duplicate copies of an asset in your Final Cut Server server system or deleting all copies of a file from a device.

To search a device

1. Click the Server button, then choose Search Devices from the Server pop-up menu.
2. In the Search Devices window that appears, choose the device to search from the Device pop-up menu.


Search Devices
Device: Media
Choose...
For File
Search
Page 1 of 9
Filename
Size
Date
Path
3133_Motorbikes.fcp 34407 Feb 14, 2008 3:20:07 PM
MotorbikeBlur3.motn 1551286 Feb 14, 2008 3:51:11 PM
Motorbikes.aif 11347144 Feb 14, 2008 3:51:08 PM
Music3225.aif 11347144 Feb 14, 2008 3:51:08 PM
PuppetsPressPitchPublic.pdf 478828 Jun 7, 2004 4:11:00 PM
quill_5344.jpg 351034 Feb 14, 2008 3:51:09 PM
rider_322.jpeg 5926539 Feb 14, 2008 3:51:10 PM
road_3232.mov 4804478 Feb 14, 2008 3:51:11 PM
WreckImpact.aif 11347144 Feb 14, 2008 3:51:12 PM
Ari&Belinda.jpg 617425 Dec 18, 2003 2:23:08 PM /Koffee House Mayhem Production Stills
Ari'sReaction.jpg 191903 Dec 18, 2003 2:16:44 PM /Koffee House Mayhem Production Stills
CoffeeKup.jpg 700081 Dec 18, 2003 2:22:49 PM /Koffee House Mayhem Production Stills
DSC_0005.JPG 2894546 Jul 20, 2003 6:57:31 PM /Koffee House Mayhem Production Stills
DSC_0007.JPG 3078583 Jul 20, 2003 6:57:29 PM /Koffee House Mayhem Production Stills
DSC_0009.JPG 2492542 Jul 20, 2003 6:57:26 PM /Koffee House Mayhem Production Stills
203 items

3. Click the Search button to search from the device's root level. You can also click the Choose button to open a dialog that allows you to specify a folder to search.
4. If you want to limit the search, enter a term in the search field or click the search disclosure triangle to reveal advanced searching options.

   Important: Be sure to enter entire words in the search field. Unlike the search field in the Final Cut Server main window, the Search Devices search field does not return full words if you search for a partial word. For example, if you want to find all assets that contain the word *frame*, you must search for the entire word. Searching for *fra* only finds assets with the characters *fra* and the word *frame* is not found.
5. Click the Search button.

After you select one or more items, you can choose to do the following actions by Control-clicking the filename in the list of search results and choosing one of these options from the shortcut menu:

- *Catalog asset:* Adds the file to the Final Cut Server catalog.

- *Get Info:* Displays an info window that summarizes information and metadata for the file.
- *View:* Displays the file in the appropriate application (often the location in which the file was created).
- *Export:* Exports the file.
- *Duplicate:* Duplicates the file.
- *Delete:* Deletes the file from the device.

Searching for a Job

Final Cut Server uses jobs to perform actions like uploading, downloading, and transcoding files. You can search for a specific job that is running or has been run on Final Cut Server using the Search All Jobs window.

The number of jobs that run depends on the type of action being performed. Some examples of jobs include:

- Copying a file from one location to another runs one job.
- Creating a new asset runs jobs to perform the initial copy and then creates the asset.
- Analyzing an asset uses multiple jobs to create the asset's proxy files.

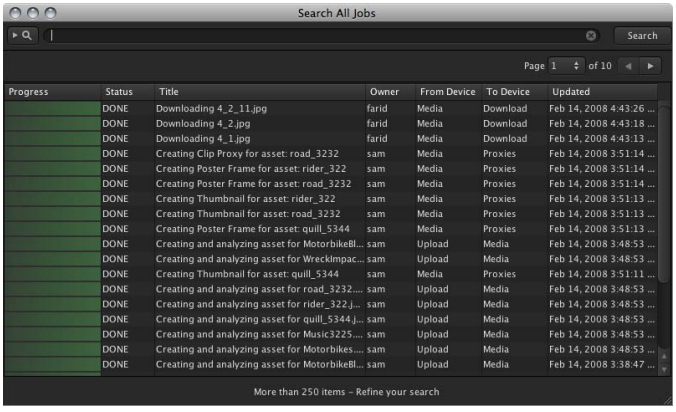
Each job creates multiple log entries for each step of the operation.

If you want to monitor the Final Cut Server jobs that are being performed, you can open the Jobs window. In it, you can search for specific jobs and then see the job's details.

To search for a specific job or jobs

1. Choose Search All Jobs from the Server pop-up menu (the pop-up menu in the Final Cut Server main window that appears when you click the Server button).

The Search All Jobs window appears.


Search All Jobs
Search
Page 1 of 10
Progress Status Title Owner From Device To Device Updated
DONE Downloading 4_2_11.jpg farid Media Download Feb 14, 2008 4:43:26 ...
DONE Downloading 4_2.jpg farid Media Download Feb 14, 2008 4:43:18 ...
DONE Downloading 4_1.jpg farid Media Download Feb 14, 2008 4:43:13 ...
DONE Creating Clip Proxy for asset: road_3232 sam Media Proxies Feb 14, 2008 3:51:14 ...
DONE Creating Poster Frame for asset: rider_322 sam Media Proxies Feb 14, 2008 3:51:14 ...
DONE Creating Poster Frame for asset: road_3232 sam Media Proxies Feb 14, 2008 3:51:14 ...
DONE Creating Thumbnail for asset: rider_322 sam Media Proxies Feb 14, 2008 3:51:13 ...
DONE Creating Thumbnail for asset: road_3232 sam Media Proxies Feb 14, 2008 3:51:13 ...
DONE Creating Poster Frame for asset: quill_5344 sam Media Proxies Feb 14, 2008 3:51:13 ...
DONE Creating and analyzing asset for Motorbike8l... sam Upload Media Feb 14, 2008 3:48:53 ...
DONE Creating and analyzing asset for WreckImpac... sam Upload Media Feb 14, 2008 3:48:53 ...
DONE Creating Thumbnail for asset: quill_5344 sam Media Proxies Feb 14, 2008 3:51:11 ...
DONE Creating and analyzing asset for road_3232.... sam Upload Media Feb 14, 2008 3:48:53 ...
DONE Creating and analyzing asset for rider_322.j... sam Upload Media Feb 14, 2008 3:48:53 ...
DONE Creating and analyzing asset for quill_5344.j... sam Upload Media Feb 14, 2008 3:48:53 ...
DONE Creating and analyzing asset for Music3225.... sam Upload Media Feb 14, 2008 3:48:53 ...
DONE Creating and analyzing asset for Motorbikes.... sam Upload Media Feb 14, 2008 3:48:53 ...
DONE Creating and analyzing asset for Motorbike8l... sam Upload Media Feb 14, 2008 3:38:47 ...
More than 250 items – Refine your search

2 Enter your search criteria by doing one of the following:

- Enter a word or value in the search field.
- Click the search disclosure triangle to reveal the advanced search options. Choose a limiter from the pop-up menu and enter a value in one or more search fields.

3 When you've entered the criteria by which you would like to search the jobs, click the Search button.

The jobs that match your search criteria appear in the main part of the window. Remember that your search results may span several pages; you can navigate through the search results using the page controls at the right of the window.

Working in Final Cut Server 5

This chapter explains how to work with all types of assets in the Final Cut Server client. It explains how to interpret the information that is contained in a project or media asset info window. It also includes descriptions of all the actions available in Final Cut Server.

This chapter covers the following:

- Final Cut Server Client Actions (p. 77)
- Viewing an Asset (p. 79)
- Adding Versions for a Media or Project Asset (p. 80)
- Locking and Unlocking an Asset (p. 82)
- Writing Annotations on a Video Asset (p. 86)
- Duplicating an Asset (p. 88)
- Using the Edit-in-Place Feature (p. 89)
- Monitoring Jobs (p. 89)
- Setting Final Cut Server Client Preferences (p. 92)

Final Cut Server Client Actions

This section gives an overview of the actions you can perform from the Toolbar, shortcut menus, and other locations in the Final Cut Server client.

This table describes the various actions you can perform in Final Cut Server:

Action	Description
Get Info	Provides information and metadata for the selected asset or production. See About Assets or About Productions for more information.
View	Provides a view of the asset in an appropriate media viewer; the viewing application could be QuickTime Player, Preview, or another media application. See Viewing an Asset for more information.

Action	Description
Add to Cache	Adds a copy of the asset to the local computer's cache. This is the first step in performing many operations in Final Cut Server. See About Caching for more information.
Check In/Check Out/Cancel Check Out/Reveal Checked Out Media	Checking out the asset allows you to edit the primary representation being tracked by the asset and prevents the asset from being modified by all other users. See Checking Media Assets In and Out for more information about checking out a media asset. See Checking Out a Final Cut Pro Project for more information about checking out a Final Cut Pro project. See Working with Final Cut Studio Projects for more information about checking out a Final Cut Studio project asset or checking out a bundle asset. When an asset is checked out, you can discover the location to which the files were checked out by Control-clicking the asset and choosing Reveal Checked Out Media.
Prepare for Disconnected Use	Creates alias copies of media assets. You can use this action to create copies of video assets, and then use those assets to create a new Final Cut Pro project while you are disconnected from the Final Cut Server network. See Working on Projects While Away from the Final Cut Server Network for information on working with an existing Final Cut Pro project when not connected to the Final Cut Server network.
Lock/Unlock	Prevents other users from editing the file contained in the asset. See Locking and Unlocking an Asset for more information.
Archive To/Restore	Archiving an asset creates a restorable copy of an asset. See Archiving and Restoring Media Assets for more information.
New Production from Selection	Creates a new production for the selected asset or assets. See Organizing Assets in Final Cut Server for more information.
New Window	Opens the selected production in a new window. See Browsing and Searching for Productions for more information.
Duplicate	Creates a copy of an asset. See Duplicating an Asset for more information.
Export	Creates a copy of the asset to the local file system or an external volume. See Outputting a Final Project for more information.
Delete	Deletes the asset, its primary representation file, and all of its proxy files from the Final Cut Server catalog. See Deleting Assets from Final Cut Server for more information.

Viewing an Asset

You can view many video, audio, and image assets. For video and image assets, you can choose to view the file's original media, or one of several proxy files. After you choose a type of file to view, it opens in QuickTime Player or in another appropriate application (this could be the application in which the file was created).

Note: Keep in mind that Final Cut Server cannot preview any bundle assets or Final Cut Pro or other project files.

To view an asset

Do one of the following:

- Click the media icon in the asset thumbnail.

- Control-click the asset, then choose View and a viewing format from the shortcut menu.

The asset you selected appears in an appropriate viewing application. The video clip shown in this example appears in QuickTime Player.

When you view an image, the full-sized image appears.

All of the information and metadata for a media file and its asset are displayed in the asset info window.

Adding Versions for a Media or Project Asset

If an asset's version control feature is turned on, Final Cut Server creates a version every time the asset is checked in. Final Cut Server numbers the versions in the order they are created; therefore, the version with the highest number represents the asset that was most recently checked in.

Any user can turn on version control for an asset. Your Final Cut Server administrator may have also turned on asset control for all assets in the catalog. You can see if version control is turned on for an asset by looking at the version checkbox in the Versions pane in the asset's info window. When the version control feature is turned on, you can view an asset's versions in an asset's info window.

Important: When an asset's version control feature is turned on, Final Cut Server creates a version every time an asset is checked in. Before enabling Final Cut Server to track versions of an asset, check that you have sufficient disk capacity. If you have questions about whether you should turn on the version control feature for a particular asset, contact your Final Cut Server administrator.

To verify that version control is turned on for an asset

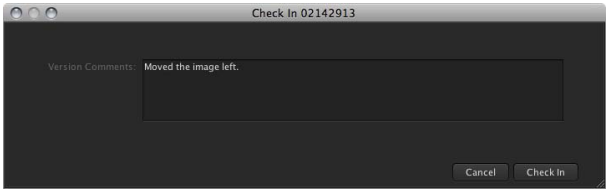
1. Double-click the asset.
2. Click the Versions button.
3. If the "Store and track versions of this asset" checkbox is not selected, select it.

To check out and edit an asset

1. Select the asset, then do one of the following:
   - Click the Check Out button in the Toolbar.
   - Control-click the asset, then choose Check Out from the shortcut menu.
2. In the Check Out window that appears, enter a checkout location and click Check Out.
3. Edit the asset.
4. When you're finished editing, save the asset.

To check in an edited asset as a new version

1. Select the asset, then do one of the following:
   - Click the Check In button in the Toolbar.
   - Control-click the asset, then choose Check In from the shortcut menu.
2. If you want, you can add a comment in the Version Comment field in the Check In window that appears.



3. Click the Check In button.

When you check in the asset, a version appears in the version list.

Important: You will not see the comment you just added to the version you checked in because it is the current version and the Versions pane only shows older versions.

You can perform several actions to a specific version of an asset. When you Control-click a version in the Versions pane, the shortcut menu that appears includes:

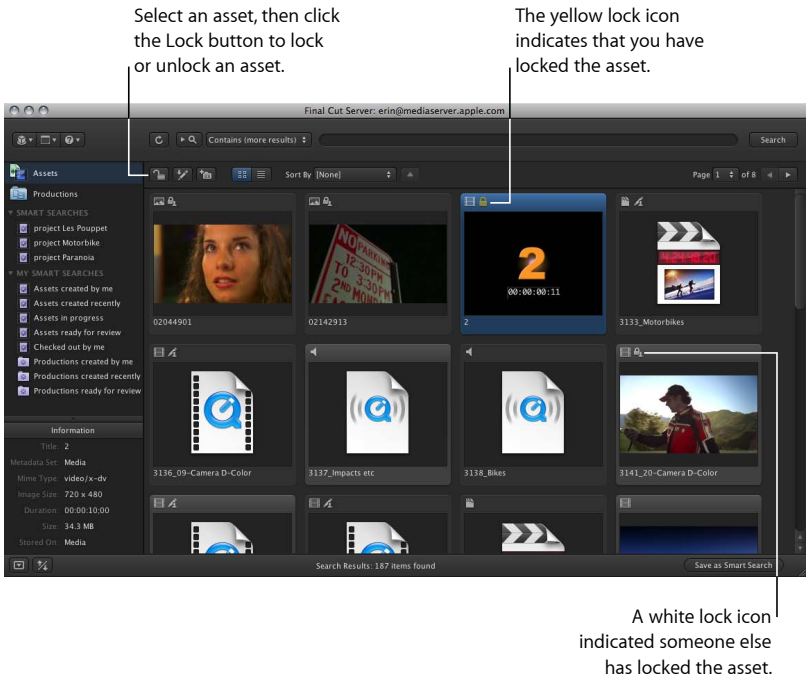
- *Get Info:* Choose this option to view information about the version.
- *View:* Choose this option to view the version in an appropriate viewer.
- *New Asset from Version:* Choose this option to create a new asset from the version or to copy the selected version of an asset to another device.
- *Revert to this Version:* Choose this option to delete the assets that were created after the selected version. When you revert to a previous version, the current version is replaced with the selected version.

Your Final Cut Server administrator has configured the version control feature to meet your organization's needs. To get more information on other ways to configure version control, contact your Final Cut Server administrator.

Locking and Unlocking an Asset

In Final Cut Server, locks function to protect the primary representation file, proxy files, and metadata in the asset.

There are several types of locks. The User lock is the most obvious lock because it is the only lock that you apply manually. The User lock is applied to an asset from the Toolbar or from the asset's shortcut menu. You can tell an asset is locked when you see the "locked by me" or "locked by other" icon on an asset's thumbnail.

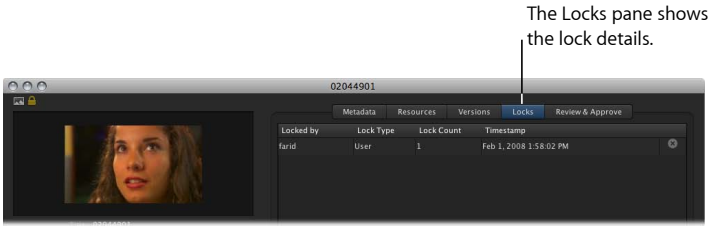


Checkout and Reference locks are not applied manually. They are applied when you check out a Final Cut Pro project asset.

The following sections describe the types of locks you will find in Final Cut Server.

User Lock

You or another user can put a User lock on an asset by clicking the Lock button in the Toolbar or by choosing Lock from the asset's shortcut menu. After a User lock has been applied to an asset, a lock icon (either "locked by me" or "locked by other") appears on the asset's thumbnail. Also, the lock that was applied is noted as a User lock in the Locks pane of the asset info window.

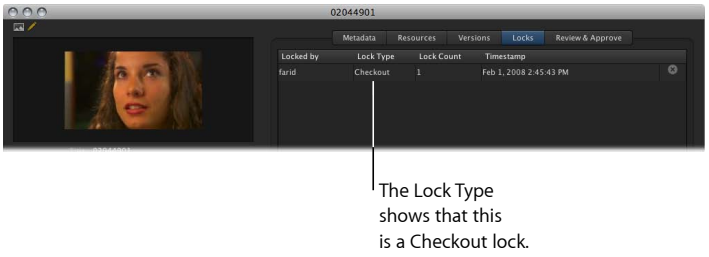


When you lock the asset, the primary representation of the file cannot be edited, checked out, deleted, or archived by another user.

Important: A User lock does not prevent the asset's metadata and proxy files from being edited by you or another user.

Checkout Lock

A Checkout lock is applied when an asset is checked out by you or another user.

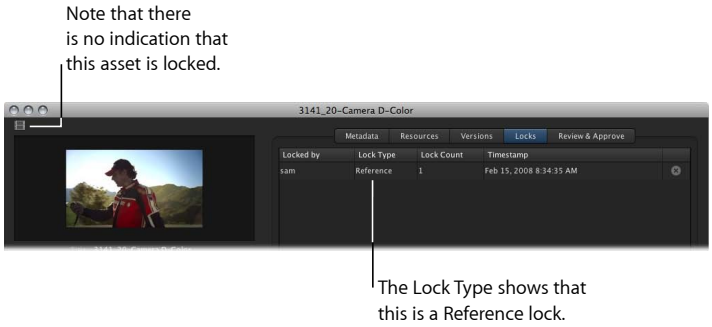


When an asset is checked out, no part of the asset, including the primary representation of the file, proxy files, or metadata, can be edited, and the asset cannot be edited, checked out, deleted, or archived.

See Checking Media Assets In and Out for more information about checking out a media asset. See Checking Out a Final Cut Pro Project and Reference Lock for more information about checking out a Final Cut Pro project. See Working with Final Cut Studio Projects for more information about checking out a Final Cut Studio project asset.

Reference Lock

When a Final Cut Pro project asset is checked out, the project asset is locked with a Checkout lock. In addition to the Checkout lock, each of the media assets linked to the project are locked with a Reference lock. Reference locks are not indicated on the media asset's thumbnail; you can only find evidence of a Reference lock in the Locks pane in the asset's info window.



Important: A Reference lock does not prevent the Final Cut Pro project or a media asset's metadata from being edited by you or another user, or prevent a media asset from being used in another Final Cut Pro project.

Locking and Unlocking Assets with a User Lock

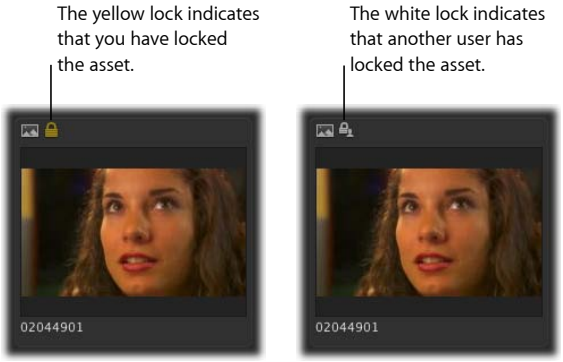
This section explains how to lock and unlock an asset using the User lock.

To apply a User lock to an asset

Do one of the following:

- Select the asset in the Assets pane, then click the Lock button in the Toolbar.
- Control-click the asset, then choose Lock from the shortcut menu.

After locking an asset, a lock icon appears on the asset, indicating that the asset is locked. In other Final Cut Server clients, the lock icon looks different, indicating that another user has locked the asset.


The yellow lock indicates that you have locked the asset.
The white lock indicates that another user has locked the asset.
02044901
02044901

To unlock an asset that you locked

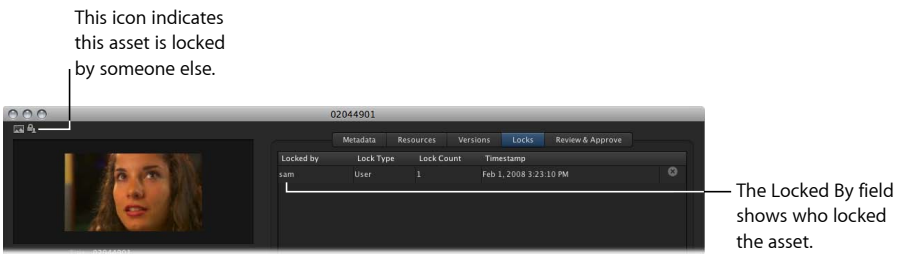
Do one of the following:

- Select the asset in the Assets pane, then click the Unlock button in the Toolbar.
- Control-click the asset, then choose Unlock from the shortcut menu.

The icon disappears, and the asset is unlocked.

Only the person who locked the asset and your Final Cut Server administrator can unlock a locked asset.

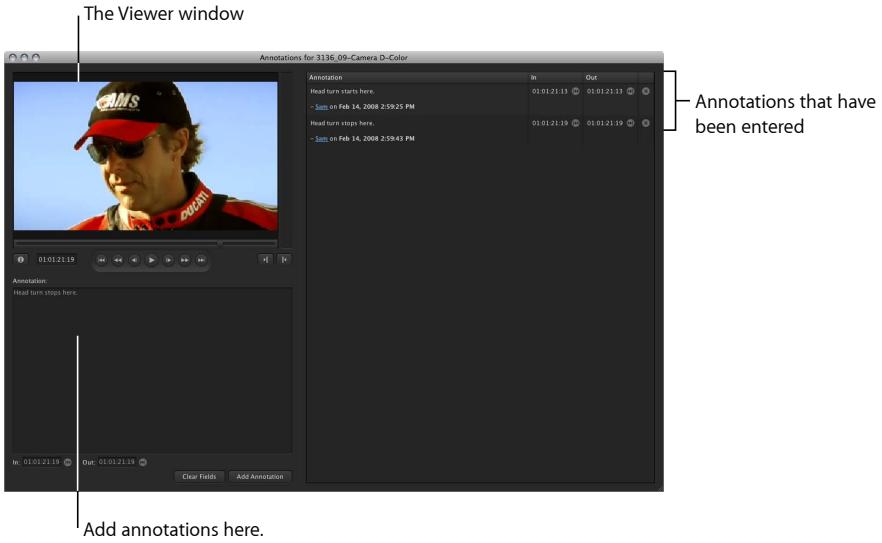
If an asset is locked by another user, you can open that asset's info window and view the Locks pane to find out which user has locked the asset.



If you need access to a locked asset, talk to the person who locked it or to your Final Cut Server administrator.

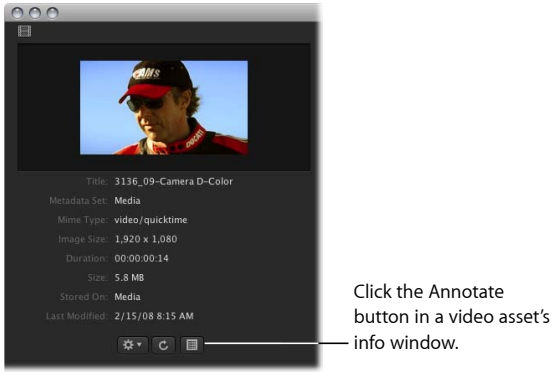
Writing Annotations on a Video Asset

You can add annotations to a video asset. In the Annotations window, you can view a video clip and then add text at different points in the video clip. Because the annotations stay with the clip asset in Final Cut Server, annotations are useful for making notes for yourself or others in your workgroup. You can easily view these annotations in Final Cut Server. They stay with the asset until you manually clear the annotation.



To annotate a video asset

1. Locate the video asset you want to annotate in the Assets pane, in a production, or in a Final Cut Pro project asset's Elements pane.
2. Double-click the clip asset to display the asset's info window.
3. Click the Annotate button in the asset info window.



The Annotations window appears.

You must mark an In point or an Out point for each annotation.

4 Position the playhead at the In point, either by dragging the playhead or using the navigation controls. Then click the Mark In button or press I on your keyboard.

You can set an Out point using the same process.

Annotation
01:01:21:11
Drag this slider to locate frames of video.
Click the Mark In and Mark Out buttons (or press your keyboard's I or O key) to mark In and Out points.
Click this button to open the asset's info window.
Use these controls to play and navigate through the video.

Important: The keyboard commands are not available when the Annotation field is active. This allows you to type annotations in the field.

5 Type a comment in the Annotation field below the viewer window.

6 To add the annotation to the Annotation list at the right, click the Add Annotation button.

The annotation is added to the list.

To replace the text of an existing annotation

1 Click the In or Out Point button in the Annotation list.

2 In the Annotation text field, enter new text for the annotation.

3 Click Add Annotation.

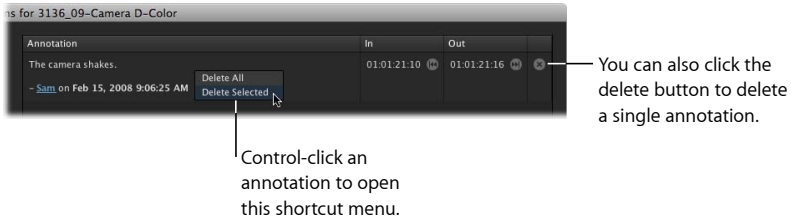
4 A dialog appears, asking if you want to replace the annotation. Click Yes.

The annotation is replaced.

To delete one or more selected annotations from the Annotation list

1 Select one or more annotations you wish to delete.

2 Click the delete button or Control-click the annotation and choose Delete Selected from the shortcut menu.



The selected annotation or annotations are deleted.

To delete all the annotations on an asset

1 Select any annotation you wish to delete.

2 Control-click the annotation, then choose Delete All from the shortcut menu.

3 A dialog appears, asking you to confirm that you want to delete the annotations. Click Yes.

All of the annotations are deleted.

Duplicating an Asset

Choosing to duplicate an asset creates a copy of the asset in Final Cut Server. If you want to create two distinct iterations of a media or project asset, you can easily do so by duplicating the asset.

To duplicate an asset

1. Control-click the asset, then choose Duplicate from the shortcut menu.

   The Duplicate window appears.

2. Choose a destination device from the Destination pop-up menu.

   If you want to place the duplicate file within the file structure of the device, click the Choose button and navigate to the appropriate location in the file browser.

   The destination file path appears in the Destination field.

3. If you want to associate the new asset with a production, click the Choose button to the right of Production, select a production, and click Open.

   The production you selected appears in the "Associate with Production" field.

4. If you want to transcode the asset, change the metadata set, or add metadata to the asset, click the Advanced Options disclosure triangle and make the necessary changes.

5. Click the Duplicate button to duplicate the file and create a new asset.

Using the Edit-in-Place Feature

Your Final Cut Server administrator can configure the edit-in-place feature and create copies of assets for editing directly on an Xsan server or other shared storage locations. When the edit-in-place feature is set up, you no longer need to download, cache, or check out the asset; instead, you can drag your asset directly from the asset catalog to an application for editing.

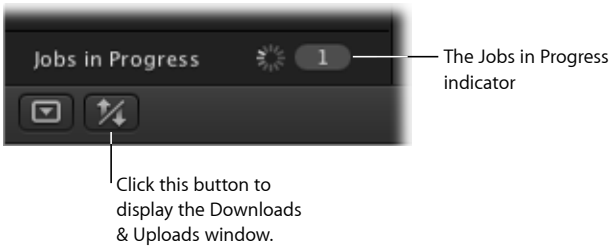
Important: Edit-in-place must be set up by your Final Cut Server administrator. Contact your administrator to find out if edit-in-place is configured before you try to use the feature.

Monitoring Jobs

Files are constantly being uploaded and downloaded by Final Cut Server. The job progress indicator, Downloads & Uploads window, and Search All Jobs window all display information about the progress of files being uploaded to and downloaded from Final Cut Server.

The Jobs in Progress Indicator

The Jobs in Progress indicator appears in the bottom-left corner of the Final Cut Server main window when files are being uploaded or downloaded. It looks like a spinning gear and indicates that a certain number of jobs are being performed.



The Downloads & Uploads Window

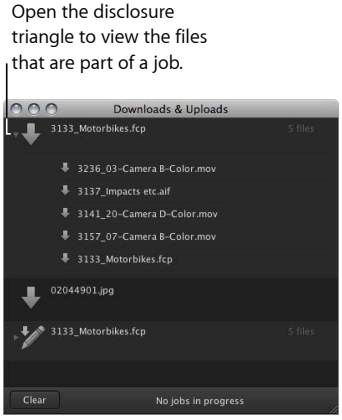
For more information about files being uploaded or downloaded, you can open the Downloads & Uploads window, which shows the specific files being downloaded and information about the status of each.

Note: The Downloads & Uploads window does not show details about files being transcoded to create proxy files. You can see the details about the transcoding of these files in the Search All Jobs window.

To open the Downloads & Uploads window

- Click the Downloads and Uploads button in the bottom-left corner of the Final Cut Server main window.

Note: If an upload or download fails, an error icon appears in the Downloads & Uploads window. You must clear the jobs listed in the Downloads & Uploads window to make this icon disappear.



To clear the jobs listed in the Downloads & Uploads window

- Click Clear in the bottom-left corner of the Downloads & Uploads window.

The Search All Jobs Window

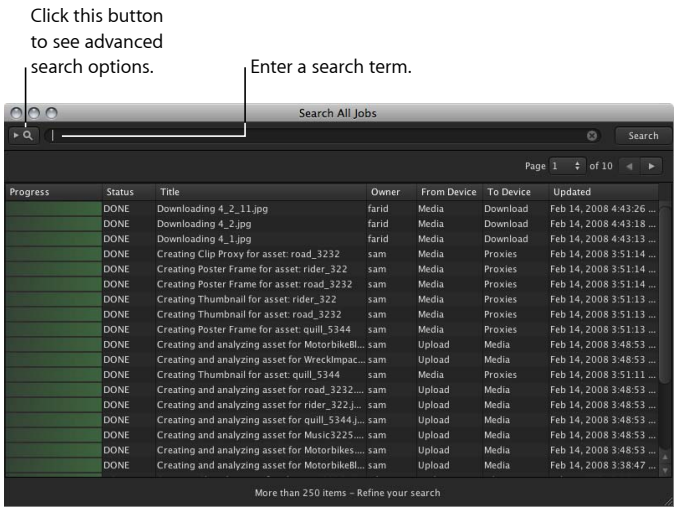
You can get detailed information about each of the files being uploaded or downloaded in the Search All Jobs window. Unlike the Downloads & Uploads window, the Search All Jobs window contains a detailed history of the jobs Final Cut Server has performed. Jobs are shown for copying a file from one location to another, uploading files, creating the new asset's proxy files, and more. Each job also creates multiple log entries for each step of the operation.

To narrow the jobs shown in the Jobs window, you can search the Jobs window.

To search for a specific job or jobs

1. Choose Search All Jobs from the Server pop-up menu.

   The Search All Jobs window appears.

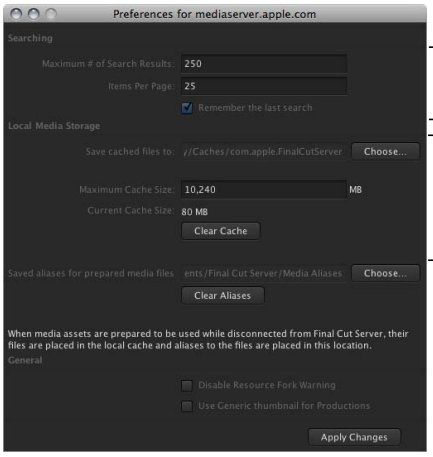

Click this button to see advanced search options.
Enter a search term.
Search All Jobs
Search
Page 1 of 10
Progress
Status
Title
Owner
From Device
To Device
Updated
DONE Downloading 4_2_11.jpg farid Media Download Feb 14, 2008 4:43:26 ...
DONE Downloading 4_2.jpg farid Media Download Feb 14, 2008 4:43:18 ...
DONE Downloading 4_1.jpg farid Media Download Feb 14, 2008 4:43:13 ...
DONE Creating Clip Proxy for asset: road_3232 sam Media Proxies Feb 14, 2008 3:51:14 ...
DONE Creating Poster Frame for asset: rider_322 sam Media Proxies Feb 14, 2008 3:51:14 ...
DONE Creating Poster Frame for asset: road_3232 sam Media Proxies Feb 14, 2008 3:51:14 ...
DONE Creating Thumbnail for asset: rider_322 sam Media Proxies Feb 14, 2008 3:51:13 ...
DONE Creating Thumbnail for asset: road_3232 sam Media Proxies Feb 14, 2008 3:51:13 ...
DONE Creating Poster Frame for asset: quill_5344 sam Media Proxies Feb 14, 2008 3:51:13 ...
DONE Creating and analyzing asset for MotorbikeBl... sam Upload Media Feb 14, 2008 3:48:53 ...
DONE Creating and analyzing asset for WreckImpac... sam Upload Media Feb 14, 2008 3:48:53 ...
DONE Creating Thumbnail for asset: quill_5344 sam Media Proxies Feb 14, 2008 3:51:11 ...
DONE Creating and analyzing asset for road_3232.... sam Upload Media Feb 14, 2008 3:48:53 ...
DONE Creating and analyzing asset for rider_322.j... sam Upload Media Feb 14, 2008 3:48:53 ...
DONE Creating and analyzing asset for quill_5344.j... sam Upload Media Feb 14, 2008 3:48:53 ...
DONE Creating and analyzing asset for Music3225.... sam Upload Media Feb 14, 2008 3:48:53 ...
DONE Creating and analyzing asset for Motorbikes.... sam Upload Media Feb 14, 2008 3:48:53 ...
DONE Creating and analyzing asset for MotorbikeBl... sam Upload Media Feb 14, 2008 3:38:47 ...
More than 250 items – Refine your search

2. Enter your search criteria by doing one of the following:
   - Enter a word or value in the search field and limit the search to find files that contain the search term as part of the title using the "Contains (more results)" option or that match the search term exactly using the "Matches Word (faster)" option.
   - Click the search disclosure triangle to reveal the advanced search options. Choose a limiter from the pop-up menu and enter a value in one or more search fields.
3. When you've entered the criteria by which you want to search the jobs, click the Search button.

The jobs that match your search criteria are listed in the Search All Jobs window. Remember that your search results may span several pages; you can navigate through the search results using the page controls at the far right.

Setting Final Cut Server Client Preferences

Your Final Cut Server administrator is responsible for configuring most of the preferences that affect you while working with your Final Cut Server client. However, there are a few settings that you can change in your client copy only.


Preferences for mediaserver.apple.com
Searching
Maximum # of Search Results: 250
Items Per Page: 25
Remember the last search
Local Media Storage
Save cached files to: y/Caches/com.apple.FinalCutServer
Choose...
Maximum Cache Size: 10,240
MB
Current Cache Size: 80 MB
Clear Cache
Saved aliases for prepared media files ents/Final Cut Server/Media Aliases
Choose...
Clear Aliases
When media assets are prepared to be used while disconnected from Final Cut Server, their files are placed in the local cache and aliases to the files are placed in this location.
General
Disable Resource Fork Warning
Use Generic thumbnail for Productions
Apply Changes
You can change how the search results in your client are displayed.
You can define the location and size of your cache memory.

To open the Preferences window

Do one of the following:

- Choose Final Cut Server > Preferences.
- Choose Preferences from the Server pop-up menu (the pop-up menu in the Final Cut Server main window that appears when you click the Server button).

To make changes in the Preferences window

- Enter a number or enter a file path (by clicking the Choose button and then specifying a file path) in the field you want to change, then click the Apply Changes button.

About Search Preferences

The search preferences control the number of results Final Cut Server finds and how many items are displayed per page. This can be useful if you have a large or small display.

Searching preferences include:

- *Maximum # of Search Results:* Enter a value that is the maximum number of items that appear after a search.

- *Items Per Page:* Search results are divided into pages to make viewing more efficient. You can enter a value that defines how many items appear on each page.
- *Remember the last search:* Select this checkbox to have Final Cut Server remember and run the last search that you performed the next time you log in.

About Local Media Preferences

The cache is where your local copies of media files are downloaded. It is not suggested that users view or move files that are in the cache. Instead, export copies of files that you want to use to your desktop or another convenient location.

However, you can decide where you want your cache to be located. In the Preferences window, you can change the location and size of the cache. You can also quickly clear the cache in the Preferences window.

Cache preferences include:

- *Save cached files to:* Click the Choose button to choose a location to use for storing your caches. The default locations are /username/Library/Caches/ when running the client on a Mac computer and the /username/AppData/ directory on a Windows computer.

  Important: Changing the cache location results in all current caches becoming unavailable. If you change the cache's location, you will need to manually add assets that you need to the new cache location.
- *Maximum Cache Size:* Enter a value to define a maximum cache size.
- *Clear Cache:* Click the Clear Cache button to delete the files in the cache location.
- *Saved aliases for prepared media files:* Click the Choose button to choose a location to use for storing aliases to cache files. This location is used when you choose the Prepare for Disconnected Use option for assets.

Note: If your local cache exceeds the limit defined in the Preferences window, a message appears, advising you to clear the cache, cancel the action, or continue the action. It is recommended that you choose to clear your cache.

About General Preferences

These preferences affect how Final Cut Server displays productions and messages.

- *Disable Resource Fork Warning checkbox:* Select this checkbox to turn off "Disable Resource Fork" messages.
- *Use Generic thumbnail for Productions:* Select this checkbox to display a generic production icon to represent a production. By default, a still image contained in a production is displayed on the production thumbnail and in list view.

About the Saved Aliases for Prepared Media Files Field

Preparing media assets for disconnected use allows you to create alias copies of a media file that is stored in your Final Cut Server cache on a portable computer. You can use the alias files to create a new Final Cut Pro project while you are disconnected from the Final Cut Server network. You can set the location where Final Cut Server saves alias copies of the prepared media files in the Preferences window. See Preparing Media Assets to Be Used on an Offline Computer for more information about preparing media assets for disconnected use.

Working with Media Assets

6

This chapter explains how to edit media assets, including video clips, graphics, and image sequences, in applications other than Final Cut Server. You can edit a managed copy of a media asset by checking out the asset, editing the checked-out file, and then checking the edited file back in. A separate workflow is provided for preparing media files to be used in a new Final Cut Pro project that you create while disconnected from the Final Cut Server network. You can also copy or export an unmanaged copy of a media asset from Final Cut Server.

This chapter covers the following:

- About Caching (p. 95)
- Checking Media Assets In and Out (p. 97)
- Preparing Media Assets to Be Used on an Offline Computer (p. 99)
- Exporting Media Assets (p. 102)

About Caching

Caching an asset downloads the asset to the Final Cut Server cache on your local computer. After you've cached a media asset, you can check it out and work with that managed copy in another application, or you can drag a copy of the media asset from Final Cut Server or export a copy of the media asset and create an unmanaged copy.

After caching an asset, you can tell the asset is cached because the asset's thumbnail changes to a lighter gray color.

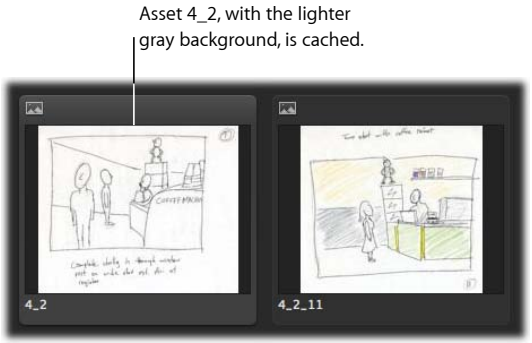
Note: If your Final Cut Server system is connected to an Apple Xsan storage area network (SAN) device and the edit-in-place feature is enabled, your assets are always cached and ready to use. For more information, contact your Final Cut Server administrator.

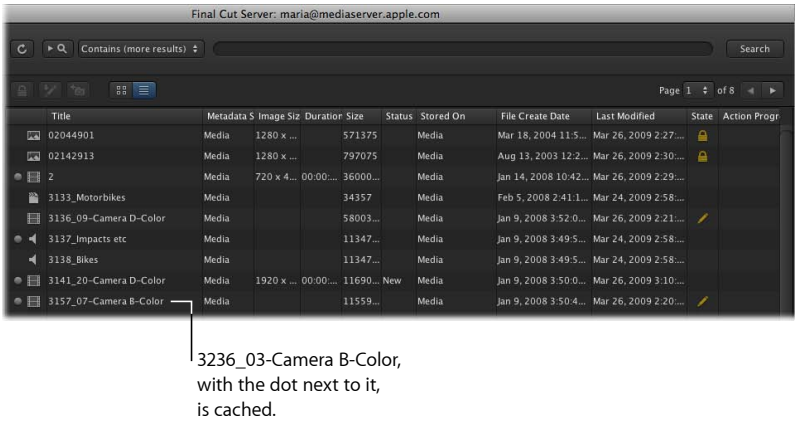
Final Cut Server prompts you when you need to cache an asset, so caching often only requires you to click the Add to Cache button that appears in the dialog. However, you can also manually add an asset to your Final Cut Server cache.

To add an asset to your cache

- Control-click the asset, then choose Add to Cache from the shortcut menu.

When the asset is cached, the asset's background changes to a lighter gray color (in Thumbnails view) or gets a dot icon (in List view).





In some situations, a file that is stored in your Final Cut Server cache may expire. When this happens, an icon appears on the asset, indicating that the file that is cached for that asset is expired.

To correct an expired cache

- Control-click the asset, then choose Remove from Cache from the shortcut menu.

The icon disappears, indicating that the expired file has been removed from your Final Cut Server cache.

You can change several settings for your Final Cut Server cache in Final Cut Server Preferences. See About Local Media Preferences for more information.

Important: Final Cut Server manages the files in your local computer's cache. In most situations, you do not need to manually work in your computer's cache. If you want to modify your cache, talk with your Final Cut Server administrator.

Checking Media Assets In and Out

A media asset represents a single media file, and as such, is easy to work with. To edit a media asset, you can check it out, edit it, and then check it back in to Final Cut Server.

A media asset can also be exported, edited, and then uploaded to Final Cut Server as a new asset; however, when you export a media asset, the asset is no longer managed by Final Cut Server. If you make changes to the media file and want Final Cut Server to manage it again, you will need to create a new asset for the file by checking the file back in to Final Cut Server.

Although a media asset represents a single media file, a media asset is rarely unattached. Media assets can be referenced as elements of a Final Cut Pro project asset or referenced in other Final Cut Studio project assets. When you modify an asset, you could inadvertently be modifying how that asset appears in several different project assets. It's good practice to always check the Resources pane of a media asset to verify which projects an asset is linked to.

If you know that the changes you are about to make to an asset apply to every one of the projects it is connected to, go ahead and edit the asset. If you don't recognize the linked assets that are shown in the Resources pane, consider exporting the asset and then uploading it again as a new media asset, and manually replacing the asset in the necessary projects. Doing this might take a few extra minutes, but it could save you and your coworkers hours of backtracking later on.

Remember that when a media asset is checked out, the asset cannot be edited, checked out, deleted, or archived by another user.

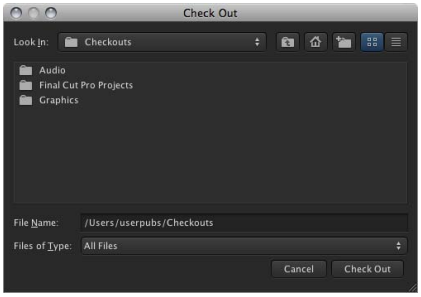
To check out a media asset, edit it, and check the edited media file back in to Final Cut Server

1. Locate the media asset that you want to check out.

2 Do one of the following:

- Select the asset, then click the Check Out button in the Toolbar.
- Control-click the media asset, then choose Check Out from the shortcut menu or click the Check Out button.

3 In the Check Out window that appears, choose a location to save the checked-out media file.



4 Click the Check Out button.

5 To open the file in its original application, do one of the following:

- Drag the file from Final Cut Server to the application icon in your Dock.
- Drag the file from the checkout location to the original application icon in your Dock.
- Open the file in its original application by choosing File > Open.

6 Edit the file.

Tip: While you're editing the media asset, you can update it in Final Cut Server. After saving the asset in its original application, locate the asset in Final Cut Server, Control-click the asset, then Choose Update Asset from the shortcut menu. If version control is turned on for the asset, you can optionally enter a comment in the Check In window that appears.

7 Save the new file to the checkout location.

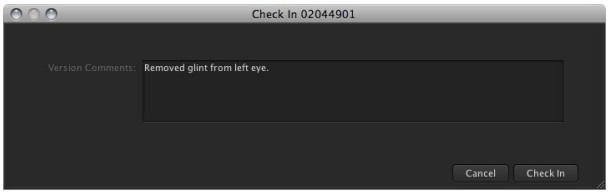
Important: Saving to any location other than the original checkout location will prevent Final Cut Server from managing the file.

8 In Final Cut Server, check the file back in by doing one of the following:

- Select the checked-out asset, then click the Check In button in the Toolbar.
- Control-click the asset, then choose Check In from the shortcut menu.

If version control is not turned on for the asset, the asset is checked in.

9 If version control is turned on for the asset, a Check In window appears. If appropriate, enter a version comment and click Check In.



See Adding Versions for a Media or Project Asset for more information about version control.

The updated media asset is checked back in to Final Cut Server, and the checkout icon disappears from the asset thumbnail.

Preparing Media Assets to Be Used on an Offline Computer

Sometimes you may want to make a selection of media assets available to be used in a new Final Cut Pro project that you create while you are offline and not connected to the Final Cut Server network.

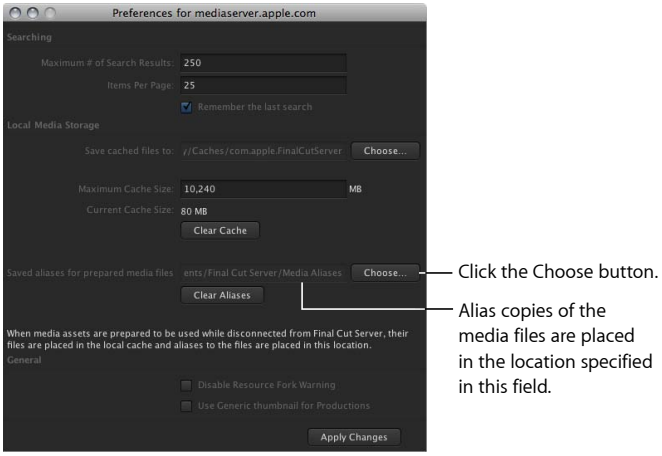
Preparing media assets for disconnected use allows you to create alias copies of a media file that is stored in your Final Cut Server cache on your local computer. Later, when you are away from the Final Cut Server network, you can add those media files to a new Final Cut Pro project. When you return to work and connect to the Final Cut Server network, you can upload the new Final Cut Pro project to Final Cut Server. When you do this, a new asset is created for the Final Cut Pro project, but because the media assets already exist in Final Cut Server the media is not uploaded.

Important: You can only prepare files for disconnected use on a portable computer that contains a Final Cut Server local cache. You cannot prepare files for disconnected use and put the files on an external drive.

To prepare media assets for disconnected use

1 Choose Preferences from the Server pop-up menu (the pop-up menu in the Final Cut Server main window that appears when you click the Server button).

2 In the Final Cut Server Preferences window, verify the location at which the alias files will be placed. If you want to change the location, click Choose and enter a new location on your local computer, then click Apply Changes to save the new location.


Preferences for mediaserver.apple.com
Searching
Maximum # of Search Results: 250
Items Per Page: 25
Remember the last search
Local Media Storage
Save cached files to: r/Caches/com.apple.FinalCutServer
Choose...
Maximum Cache Size: 10,240
MB
Current Cache Size: 80 MB
Clear Cache
Saved aliases for prepared media files ents/Final Cut Server/Media Aliases
Choose...
Clear Aliases
When media assets are prepared to be used while disconnected from Final Cut Server, their files are placed in the local cache and aliases to the files are placed in this location.
General
Disable Resource Fork Warning
Use Generic thumbnail for Productions
Apply Changes
Click the Choose button.
Alias copies of the media files are placed in the location specified in this field.

3 In the Assets pane, select the media assets that you want to prepare for disconnected use.

- *To select a series of items:* Click an item, hold down the Shift key, and click the last item in the series.
- *To select individual items:* Hold down the Command key, and click discontinuous items.

4 Control-click one of the selected assets, then choose Prepare for Disconnected Use from the shortcut menu.

The files are copied to the Final Cut Server cache, and alias copies of the files are put in the location you specified in the "Saved aliases for prepared media files" field in the Preferences window.

Now that the media assets have been prepared for disconnected use, you can use the files while your local computer is not connected to Final Cut Server.

To create a Final Cut Pro project using the files that have been prepared for disconnected use

1 Create a new project in Final Cut Pro.

2 Drag the alias files into the new project.

Important: Be sure to maintain the path of the media files in the Prepared for Disconnected Use location. Do not move the aliases or change the filenames.

You can also add media files that are not being managed by Final Cut Server to the new Final Cut Pro project. When you upload the new Final Cut Pro project to Final Cut Server, these new files are uploaded as new media assets.

3 Edit the project.

4 When you have finished working on the project, save it.

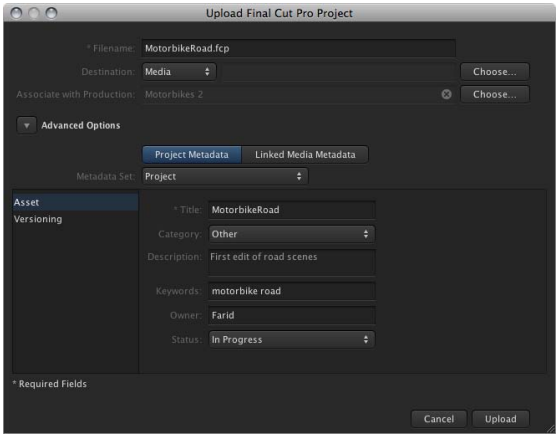
The last stage of this process is to upload the new Final Cut Pro project to Final Cut Server. When you upload the project, the media assets that you prepared for disconnected use are updated, if necessary, in Final Cut Server, the new Final Cut Pro project is uploaded as a new asset, and any new media files are uploaded to Final Cut Server as new media assets.

To upload the new Final Cut Pro project to Final Cut Server

1 Do one of the following:

- Drag the Final Cut Pro project file from the Finder to the column on the left of the Final Cut Server main window, to the Assets pane, or to a production.
- Choose Upload File from the Server pop-up menu (the pop-up menu in the Final Cut Server main window that appears when you click the Server button), select the Final Cut Pro project file in the file browser that appears, then click Upload.

The Upload Final Cut Pro Project window appears.



2 Some of the information in the Upload Final Cut Pro Project window is automatically entered. If necessary, you can change the metadata set or add any metadata for the new Final Cut Pro project and the linked media. Click to move through the metadata categories on the left to view all the available metadata fields.

3 If you want to put the Final Cut Pro project asset in a production, click Choose at the right of the Associate with Production field and specify a production.

See Organizing Assets in Final Cut Server for more information about productions.

4 Click Upload.

The file is uploaded and a new asset is created. The upload progress is displayed above the Information pane in the bottom-left corner of the Final Cut Server main window.

5 If you want to monitor the progress of the file upload, click the Downloads and Uploads button to display the Downloads & Uploads window.

After the file is uploaded, select the Assets pane and click the Search button to view the new asset or assets created from the Final Cut Pro project file and any new media files.

Exporting Media Assets

Exporting is useful for creating copies of media files for editing or for making a backup copy. You can export copies of media assets even if the asset is locked or checked out by another user.

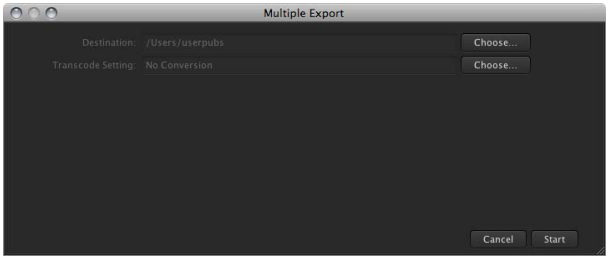
Important: After you export a media asset, the exported file is no longer managed by Final Cut Server. If you want to create a managed copy of an asset that can be checked in and tracked by Final Cut Server, check out the asset.

To export one or more media assets

1 Select one or more assets, Control-click an asset, then choose Export from the shortcut menu.

The Export or Multiple Export window appears.

2 In the window, choose a destination to save the media files to by clicking the Choose button and identifying a location in the file browser.



3 If desired, choose a transcode setting.

4 If you are exporting a single file, you can also optionally change the filename.

5 Click the Start button.

The media file is exported to the location you specified in the Export window.

Working with Final Cut Pro Projects 7

This chapter explains how to work with Final Cut Pro projects. You can edit Final Cut Pro projects by checking out the project asset, editing the checked-out file in Final Cut Pro, and then checking the edited file back in to Final Cut Server. A separate workflow is provided for editing a Final Cut Server–managed copy of a Final Cut Pro project while you are not connected to the Final Cut Server network. You can also export a copy of a Final Cut Pro project from Final Cut Server.

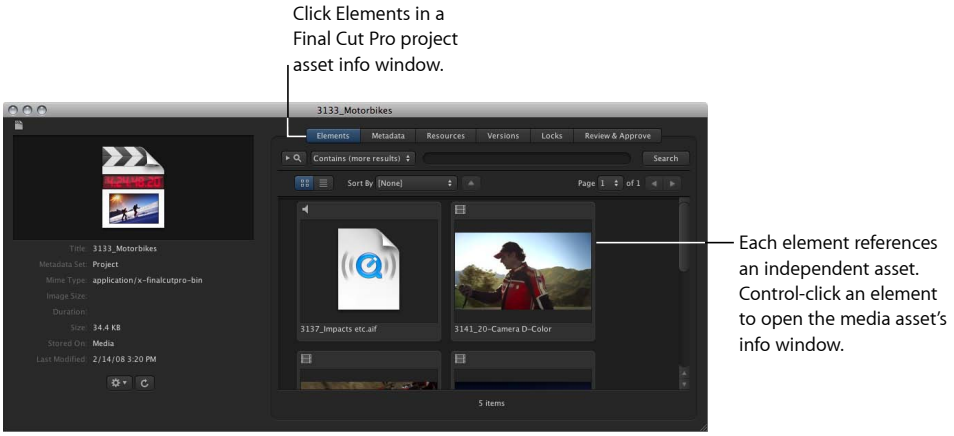
This chapter covers the following:

- About Final Cut Pro Projects (p. 103)
- Using Final Cut Pro and Final Cut Server Together (p. 104)
- Resolving Offline Media Issues (p. 105)
- Moving Projects Between Final Cut Server and Final Cut Pro (p. 106)
- Checking Out a Final Cut Pro Project (p. 106)
- Editing a Checked-Out Project in Final Cut Pro (p. 108)
- Checking In a Final Cut Pro Project (p. 109)
- Making Versions of Final Cut Pro Project Assets (p. 110)
- Working on Projects While Away from the Final Cut Server Network (p. 111)
- Exporting a Final Cut Pro Project (p. 114)

About Final Cut Pro Projects

When you upload a Final Cut Pro project to Final Cut Server, the Final Cut Pro project is uploaded as an asset, and each media file that is linked to that Final Cut Pro project asset is also uploaded as an independent media asset, called an *element* of that project. Final Cut Server uses elements to track the linked media assets. Elements are listed in the project asset's Elements pane.

A Final Cut Pro project asset is always linked to one or more Final Cut Pro sequences, as well as to the media that is used in the project. The element relationship allows multiple Final Cut Pro project assets to reference the same media assets.



To view an element's asset

- Control-click the element, then choose Show Master Asset from the shortcut menu.

This opens the asset referenced by the element. Viewing an element's asset can be useful for tracking an element's source asset.

Using Final Cut Pro and Final Cut Server Together

There are several ways you can work with a Final Cut Pro project:

- You can check out the Final Cut Pro project. Checking out a Final Cut Pro project is the best way to work with it, because the checked-out project and media assets are managed by Final Cut Server. After you've modified the project, you can check it back in, updating the project in Final Cut Server with any changes. Optionally, you can turn on version control and automatically save checked in versions of the project.
- You can export the Final Cut Pro project. This is a good choice if you need to use or share an unmanaged copy of a Final Cut Pro project. However, it's important to remember that exported Final Cut Pro projects are not managed by Final Cut Server. If you decide you want to update a Final Cut Pro project that you previously exported from Final Cut Server, you will have to upload the updated copy as a new Final Cut Server asset.

Whether you are uploading a new Final Cut Pro project into Final Cut Server or checking an existing Final Cut Pro project asset back in to Final Cut Server, it's important to understand the following:

- Final Cut Server does not support folder hierarchies in the Final Cut Pro bin. Items you've organized in the Final Cut Pro bin come into Final Cut Server in a flat structure.
- Final Cut Server does not recognize markers set in Final Cut Pro. Markers and marker comments created in Final Cut Pro cannot be viewed in Final Cut Server. However, when you check out or export a Final Cut Pro project from Final Cut Server, the markers and their text appear again in Final Cut Pro.
- Final Cut Server does not recognize text generator clip names. After you check out or export a Final Cut Pro project that contains a text generator clip from Final Cut Server and open the project in Final Cut Pro, the text generator clip reverts to its default clip name. However, the text used in the text generator clip is not affected and appears correctly in the video shown in the Canvas.
- Remember to save checked-out project files. Save checked-out project files often, and only save them to the Final Cut Server checkout location. Do not move checked-out files from their checkout location.
- Remember that projects that are exported from Final Cut Server are no longer managed by Final Cut Server. You cannot update an existing Final Cut Pro project asset in Final Cut Server unless you have checked out the asset, edited it, and then checked it back in. If you edited a Final Cut Pro project asset that was exported or duplicated, it is no longer managed by Final Cut Server.

Resolving Offline Media Issues

After uploading or checking in a Final Cut Pro project, you may find that one or more of the project's media files have gone offline. You know that the media is offline because an offline icon appears on the asset.

Final Cut Server cannot modify a Final Cut Pro project's media links. While Final Cut Server is managing a Final Cut Pro project, media can go offline because the project asset was uploaded incorrectly, or because the media files went offline while the project was being edited in Final Cut Pro and was then uploaded with offline media.

If the project's media was not linked correctly at upload or checkin and went offline when it was uploaded to Final Cut Server, you should check out the project, relink the media, and then check it back in to Final Cut Server.

If the project's media is unlinked in Final Cut Pro, you should attempt to relink the media in Final Cut Pro.

Moving Projects Between Final Cut Server and Final Cut Pro

After uploading a Final Cut Pro project, it's easy to revise and update the original project. Simply check out the project, modify it in Final Cut Pro, save it, and then check the project back in. At checkin, the Final Cut Pro project asset is updated in Final Cut Server.

Important: Your Final Cut Server administrator can create a copy of the asset for editing directly on an Xsan server, thus eliminating the need to download, cache, or check out the asset; instead, you can drag your asset directly from the Assets pane to an application for editing. To do this, edit-in-place must be set up by your Final Cut Server administrator. Ask your Final Cut Server administrator if edit-in-place is configured on your Final Cut Server system.

You can save versions of previous project assets by turning on version control. After turning on version control, you can save a copy every time a new version of an asset is checked in. See Adding Versions for a Media or Project Asset for more information about version control.

Remember that checking out the Final Cut Pro project is the only way to maintain the project asset. If you export a copy of the Final Cut Pro asset, or if you simply drag the asset out onto your desktop, you are creating an unmanaged copy of the Final Cut Pro project that is not tracked by Final Cut Server. If you make changes to an unmanaged Final Cut Pro project, you will have to upload it to Final Cut Server as a new asset.

Checking Out a Final Cut Pro Project

Checking out a Final Cut Pro project creates a managed copy of the project at the location you specify. When you check out a Final Cut Pro project, the project asset's primary representation is locked and cannot be modified by other users. Additionally, every media asset that is used in the project is locked with a Reference lock and cannot be modified by other users.

If the Edit Proxy feature has been turned on by your Final Cut Server administrator, you will have the option to check out the original media or the Edit Proxy that was created. Using Original Media provides the video asset's primary representation; using Edit Proxy provides the video asset's Edit Proxy file.

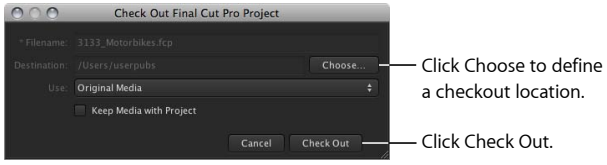
Important: The Edit Proxy feature must be turned on by your Final Cut Server administrator. If this feature has not been turned on, you will only be able to check out the original media.

You also have the option to create copies of the project's linked media at checkout. Because all linked media is copied to your computer's Final Cut Server cache at checkout, the only time you need to include linked media is when you are checking a project out to an external drive. See Working on Projects While Away from the Final Cut Server Network for more information.

To check out a Final Cut Pro project

1. In the Assets pane or within a production, do one of the following:
   - Select the Final Cut Pro project that you want to check out, and then click the Check Out button in the Toolbar.
   - Control-click the Final Cut Pro project that you want to check out, then choose Check Out from the shortcut menu.

   The Check Out Final Cut Pro Project window appears.



2. In the Check Out Final Cut Pro Project window, choose a location to save the checked-out Final Cut Pro project to by clicking the Choose button and identifying a location in the file browser.

   Note: To avoid losing track of checked-out projects, you can create a "Checked out Final Cut Server Projects" or similar folder on the desktop or in another convenient location.

3. If the Edit Proxy feature has not been turned on, original media will be used by default. If the Edit Proxy feature has been turned on, choose Original Media or Edit Proxy from the Use pop-up menu.

   This defines the media type that will be used while you're editing the project.

   Note: Select the Keep Media with Project checkbox only if you are planning to edit the project when your computer is not connected to the Final Cut Server network. See Working on Projects While Away from the Final Cut Server Network for more information.

4. Click the Check Out button.

The Final Cut Pro project asset is marked with the checkout icon in Final Cut Server. A copy of the project is downloaded to the checkout location you specified. All media linked to the checked-out project is added to the Final Cut Server cache. When the project is opened in Final Cut Pro, this locally cached media is used to automatically reconnect to the checked-out project.

You can track the checkout progress by watching the Jobs in Progress indicator or, for more information, you can open the Downloads & Uploads window.

Editing a Checked-Out Project in Final Cut Pro

When you have checked out a Final Cut Pro project, you can edit the project in Final Cut Pro.

When you open a project file that you just checked out in Final Cut Pro, the project file should open with all of its media links intact.

To open a checked-out project in Final Cut Pro

- Drag the project from its checkout location to the Final Cut Pro icon in your Dock.

The project opens in Final Cut Pro. Now you can edit the project as you want.

Note: You should not have to manually relink the project's media files. If you do have to relink the media files, the project was probably uploaded to Final Cut Server with unlinked media.

To save a checked-out Final Cut Pro project

- Save the project in the location you specified at checkout.

Important: You must save the project in exactly the same location from which you checked it out. If you don't save your Final Cut Pro project before checking it back in, the edits you performed won't be maintained.

While you're editing the project in Final Cut Pro, you can update saved changes to the project in Final Cut Server. When you update the Final Cut Pro project asset, changes to the project file and any new media that is added to the project are automatically uploaded to Final Cut Server.

To update a Final Cut Pro project asset

1. In Final Cut Pro, save the project file.
2. In Final Cut Server, Control-click the project asset, then Choose Update Asset from the shortcut menu. If version control is turned on for the asset, the Check In window appears. Optionally enter a comment and click Check In.

The project asset is updated in Final Cut Server, and the asset remains checked out so you can continue editing it. If version control is enabled for the asset, a new version of the asset is created in Final Cut Server.

About Using Media Manager with a Checked-Out Project

Using the Final Cut Pro Media Manager to organize a project that is managed by Final Cut Server can cause various media management problems. You can use the Media Manager to organize a project's media before you upload the project to Final Cut Server, but using the Media Manager while Final Cut Server is managing the project is not recommended.

Checking In a Final Cut Pro Project

When you check a Final Cut Pro project back in to Final Cut Server, the new project replaces the project that you checked out. Any linked media (including unused media that is in a bin or folder) is updated, and any new media that was added is uploaded to Final Cut Server.

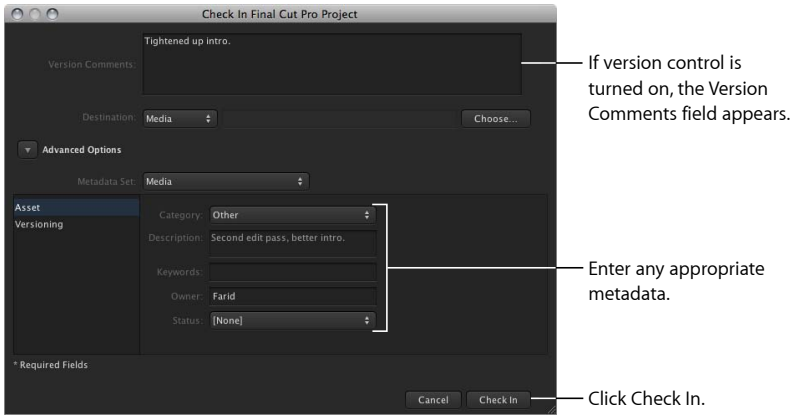
If you are using version control with the Final Cut Pro project, the older checked-out project is saved as a version of the project asset. If you are not using version control, the old project asset is overwritten.

Checking in a project removes both the Checkout lock that was applied to the Final Cut Pro project asset and the Reference locks that were applied to the media assets.

To check a project back in to Final Cut Server

1. In the Assets pane or in a production, do one of the following:
   - Select the asset, then click the Check In button in the Toolbar.
   - Control-click the project, then choose Check In from the shortcut menu.

When you check in the project, a Check In window appears.



2 If version control is turned on, you can type comments in the Version Comments field.

3 If you have added new media files to the Final Cut Pro project, you can choose a metadata set for the new media asset and add metadata to any of the available fields.

4 When you're ready to check in the project, click the Check In button.

Final Cut Server uploads the new, edited project as well as any new linked media in the project. If version control is turned on for the project asset, the old project is saved as a version; if version control is not turned on, the old project is overwritten.

Making Versions of Final Cut Pro Project Assets

Final Cut Server can track Final Cut Pro project files as you edit them, providing a version for each changed version of a project that is checked in to Final Cut Server.

If your Final Cut Server administrator turned on asset version control during the installation process, your system may already be creating new versions of assets as you revise them.

Important: When version control is turned on for an asset, Final Cut Server creates a copy of every version that is checked in. Before enabling Final Cut Server to track versions of an asset, check that you have sufficient disk capacity. If you have questions about whether you should turn on the version control feature for a particular asset, contact your Final Cut Server administrator.

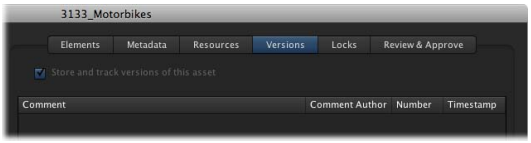
To create a version of a Final Cut Pro project asset

1 Verify that the version control feature is turned on for the Final Cut Pro project asset by doing the following:

a Double-click the project asset to open the asset's info window.

b Click the Versions button.

c If the “Store and track versions of this asset” checkbox is not selected, select it.



2 Check out the Final Cut Pro project by doing one of the following:

- Click the Check Out button in the Toolbar.
- Control-click the asset, then choose Check Out from the shortcut menu.

3 In the Check Out window that appears, enter a checkout location and click Check Out.

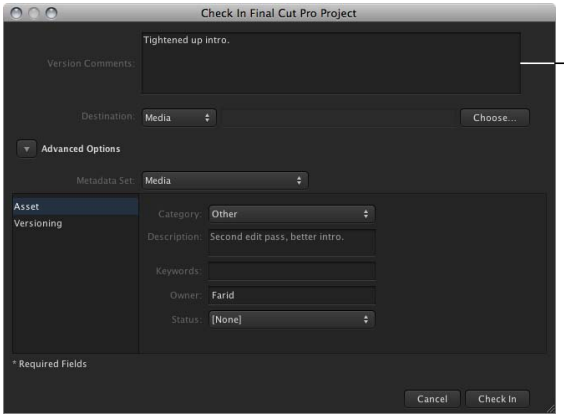
4 Edit the Final Cut Pro project.

5 When you’ve finished editing, save the project.

6 Check in the Final Cut Pro project by doing one of the following:

- Click the Check In button in the Toolbar.
- Control-click the asset, then choose Check Out from the shortcut menu.

7 Add a comment in the window that appears.



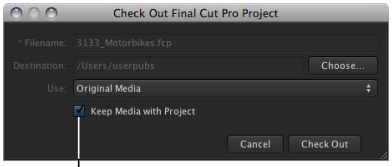
8 Click the Check In button.

When you check in an updated version of the asset, the previous version appears in the Versions pane of the asset’s info window.

Working on Projects While Away from the Final Cut Server Network

You can easily work on checked-out Final Cut Pro projects while your computer is not connected to the Final Cut Server network.

When you check out a project, you get to choose the location to check the project out to. You also get to choose whether or not to include copies of the linked media assets at the checkout location.



Select this checkbox to include copies of the linked media files at the checkout location.

How you use these options depends on the device you are checking the project out to. You can either check out a project on a system that has been connected to Final Cut Server, like a laptop computer, or to an external drive.

If you are checking out the project to a computer that is connected to the Final Cut Server network (for example, a portable computer that you carry between your work and your home), you do not need to include the linked media in your checkout. This is because the media files are stored in the computer's Final Cut Server cache. After checking out the project, you can carry your computer home and edit the checked-out project while you are not connected to the Final Cut Server network. When you go back to work the next day, you can log in to Final Cut Server and check in the edited project.

If you are checking the project out to an external drive, you must include the linked media in your checkout. You do this by selecting the Keep Media with Project checkbox in the Check Out window. Because the Final Cut Server cache is stored on your local computer, a project that is checked out to an external drive will not have access to the media files that are used in the Final Cut Pro project. Including the media in your checkout location provides those files.

To check out a Final Cut Pro project to a portable computer for editing while not connected to the Final Cut Server network

1. Log in to Final Cut Server using the computer on which you want to check out the project.
2. In Final Cut Server, locate the Final Cut Pro project asset that you want to check out.
3. Do one of the following:
   - Select the Final Cut Pro project, then click the Check Out button in the Toolbar.
   - Control-click the Final Cut Pro project, then choose Check Out from the shortcut menu.
4. In the Check Out Final Cut Pro window, choose a location to save the checked-out Final Cut Pro project to by clicking the Choose button and identifying a location in the file browser.

Note: To avoid losing track of checked-out projects, you can create a "Checked out Final Cut Server projects" or similar folder on the desktop or in another convenient location.

5 Click the Check Out button.

The Final Cut Pro project asset is marked with the checkout icon in Final Cut Server. The project and its linked media files are downloaded to your Final Cut Server cache location, and an alias to the cached copy of the Final Cut Pro project is created in the location you specified in the Check Out Final Cut Pro Project window.

You can track the progress of the checkout by watching the Jobs in Progress indicator. The spinning gear indicates that Final Cut Server is downloading copies of the files you checked out, and the number indicates the number of files being downloaded. For more information, you can open the Downloads & Uploads window, which shows the specific files being downloaded and information about the status of each downloaded file.

To check out a Final Cut Pro project to an external drive that will be connected to a computer that is not connected to the Final Cut Server network

1 Locate the Final Cut Pro project asset that you want to check out.

2 Do one of the following:

- Select the Final Cut Pro project, then click the Check Out button in the Toolbar.
- Control-click the Final Cut Pro project, then choose Check Out from the shortcut menu.

3 In the Check Out Final Cut Pro window, navigate to the external drive you will be using to transport the Final Cut Pro project by clicking the Choose button and identifying a location in the file browser.

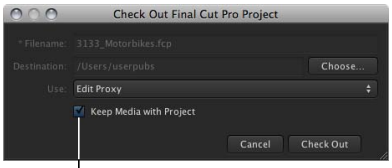
Note: To avoid losing track of checked-out projects, you can create a "Checked out Final Cut Server Projects" or similar folder.

4 If the Edit Proxy feature has not been turned on, original media will be used by default. If the Edit Proxy feature has been turned on, choose Original Media or Edit Proxy from the Use pop-up menu.

This defines the media type that will be used while you're editing the project.

5 Select the Keep Media with Project checkbox.

Important: If you do not select the Keep Media with Project checkbox while checking out a project to an external drive, the media files will not be available for you to use later.



Make sure that the Keep Media with Project checkbox is selected.

6 Click Check Out.

The Final Cut Pro project asset is marked with the checkout icon in Final Cut Server. The project and its media files are checked out to the location on your external drive that you specified in the Check Out window.

Exporting a Final Cut Pro Project

You can always export a copy of a Final Cut Pro project for editing, even if a project is locked or checked out by another user. Exporting without a transcode yields a simple copy of the project and its media, ready for editing.

Important: Exported project files cannot be checked in or otherwise referenced to the original Final Cut Pro project asset. If you want to track an exported Final Cut Pro project in Final Cut Server, you must upload it as a new asset.

To export a copy of a Final Cut Pro project

1 Control-click the Final Cut Pro project asset, then choose Export from the shortcut menu.

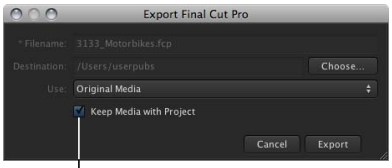
2 In the Export Final Cut Pro window, choose a location to save the exported Final Cut Pro project file and its media to by clicking the Choose button and identifying a location in the file browser.

Note: To avoid losing track of exported projects, you can create a "Checked out Final Cut Server Projects" or similar folder on the desktop or in another convenient location.

3 If the Edit Proxy feature has not been turned on, original media will be used by default. If the Edit Proxy feature has been turned on, choose Original Media or Edit Proxy from the Use pop-up menu.

This defines the media type that will be used while you're editing the project.

4 If you want local copies of the media used in the project, select the Keep Media with Project checkbox.



Select the Keep Media with Project checkbox.

5 Click the Export button.

A copy of the project file is exported to the location you specified in the Export Final Cut Pro window.

Important: Remember, you cannot check an exported Final Cut Pro project file back in to Final Cut Server. If you want to track this exported copy in Final Cut Server, you must upload the project file as a new asset.

Working with Final Cut Studio Projects

8

Working with Final Cut Studio project and media assets requires different strategies than working with Final Cut Pro project assets. This chapter explains how to check out; check in; and export Motion, Soundtrack Pro, and DVD Studio Pro projects and their linked media files.

This chapter covers the following:

- About Editing Final Cut Studio Project Assets (p. 117)
- Checking Bundle Assets In and Out (p. 118)
- Checking Projects and Media Files In and Out (p. 119)
- Exporting a Project Asset and Its Media (p. 124)

About Editing Final Cut Studio Project Assets

Final Cut Server can manage Soundtrack Pro, Motion, and DVD Studio Pro project assets and their linked media files.

Unlike Final Cut Pro project assets, Final Cut Studio project assets do not contain elements that represent the project's linked media files. Therefore, the media files that are referenced by a Final Cut Studio project asset must be explicitly tracked by Final Cut Server users. Final Cut Server provides two methods for managing Final Cut Studio projects and their linked media files.

When you upload a folder containing the project file and media files, Final Cut Server displays a dialog asking you if you want to upload the folder as a bundle asset or as individual assets. This chapter explains how to check out and export Final Cut Studio projects that have been uploaded using either of these options.

How you check out a Final Cut Studio project depends on how you uploaded it. If you uploaded the project and its linked media files as a bundle asset, you can check out the bundle asset in the same way that you would check out a media asset. If you uploaded the project file and its linked media files as individual assets, you need to separately check out the project asset and each of the media assets.

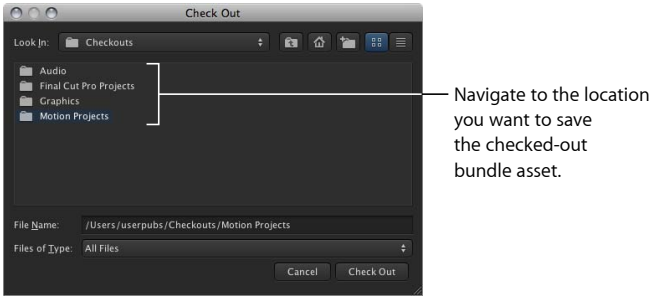
Checking Bundle Assets In and Out

When you check out a bundle asset, the project file and its linked media files are all contained in the folder that appears at the checkout location. You can check out the bundle asset to any location and have access to the project and media files whether or not you are connected to Final Cut Server.

Remember that when you check out an asset, it is locked with a Checkout lock and the asset's primary representation cannot be modified; however, the asset's metadata can be modified by any user.

To check out a bundle asset, edit it, and check it back in

1. Do one of the following:
   - Select the Final Cut Studio asset that you want to check out in the Assets pane or in a production, then click the Check Out button in the Toolbar.
   - Control-click the media asset, then choose Check Out from the shortcut menu.
2. In the Check Out window that appears, choose a location where you want to save the checked-out bundle asset by navigating to the desired location.



3. Click the Check Out button.

   The folder of files that was contained in the bundle asset appears in the location you specified.
4. To open the project file in its original application, do one of the following:
   - Drag the project file from the checkout location to the original application icon in your Dock.
   - Open the original application, choose File > Open, then navigate to the project file.
5. Edit the Final Cut Studio project file.

Tip: While you're editing the Final Cut Studio asset, you can update it in Final Cut Server. Note that only the asset will be updated, and you will need to manually upload any new media files to Final Cut Server. After saving the asset in its original application, locate the asset in Final Cut Server, Control-click the asset, then Choose Update Asset from the shortcut menu. If version control is turned on for the asset, you can optionally enter a comment in the Check In window that appears.

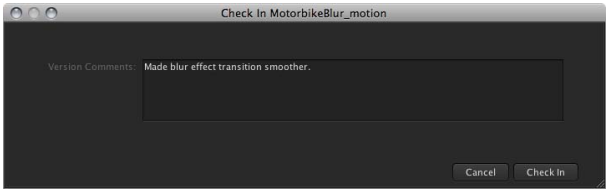
6 Save the Final Cut Studio project file to the checkout location.

Important: Saving to any location other than the original location prevents Final Cut Server from managing the file.

7 In Final Cut Server, check the folder back in by doing one of the following:

- Select the checked-out bundle asset in the Assets pane or in a production, then click the Check In button.
- Control-click the checked-out bundle asset in the Assets pane or in a production, then choose Check In from the shortcut menu.

8 If version control is not turned on for the bundle asset, it is checked in. If version control is turned on for the bundle asset, a Check In window appears. If appropriate, enter a version comment and click Check In.



See Adding Versions for a Media or Project Asset for more information about version control.

The updated folder is checked back in to Final Cut Server.

Checking Projects and Media Files In and Out

If you uploaded a Final Cut Studio project and its linked media files as individual assets, you need to individually check out the project asset and each of the media assets. If the Final Cut Studio project asset and its linked media assets were put in a Final Cut Server production and given unique metadata at upload, finding and downloading the Final Cut Studio project and its media is easy. You can open the production or search for the unique metadata common to the Final Cut Studio project and its media to find the project and media assets. Then you can check out the project and each of its media assets.

If the Final Cut Server project upload was not explicitly organized with a production or keyword, you may need to download the project, open it in its original application, and then manually search for the media needed for the project. Then you can download each piece of media and edit the project. When you check the project back in, you can organize the project in a production and apply a project keyword.

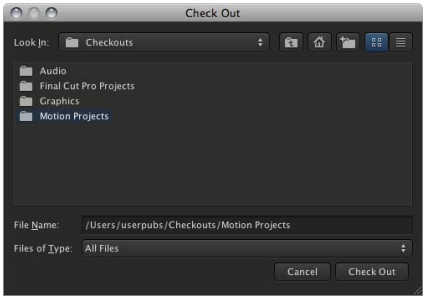
Remember that when you check out any asset, it is locked with a Checkout lock and the asset's primary representation cannot be modified; however, the asset's metadata can be modified by any user.

Checking Out a Project Asset and Its Linked Media Assets

Before you can successfully open a Final Cut Studio project, you need to check out or export copies of the project's media assets. Checking out an asset is the only way that you can create a managed copy of the asset that you can check back in to Final Cut Server. Check out the project asset using the steps below and then check out each of the media assets. After checking out all of the media files, you can open the project file, reconnect the media files, and begin editing.

To check out a Final Cut Studio project asset or media asset

1. Do one of the following:
   - Select the project asset in the Assets pane or in a production, then click the Check Out button in the Toolbar.
   - Control-click the project asset, then choose Check Out from the shortcut menu.
2. In the Check Out window, choose a location to save the checked-out project to by navigating to the desired location.



Note: To make it easier to reconnect the project's media, save the project file and all its linked media files in the same location. You can create a "Checked out Final Cut Server projects" or similar folder on the desktop or in another convenient location.

3. Click the Check Out button.

The project is checked out to the location you specified.

After checking out all of the media assets, you can open the project file, reconnect the media files, and begin editing.

If you will not be editing the media files, you can export the files. Because you can export multiple files, this is the faster choice. See Exporting a Project Asset and Its Media for instructions on exporting media files.

Editing a Project File in Its Original Application

After checking out the project asset and checking out or exporting the project's media assets, you can open the project file in its original application.

To open a project file in its original application

Do one of the following:

- Drag the project from the location to which you checked it out to the appropriate application icon in your Dock.
- Open the original application, choose File > Open, then navigate to the project file.

When the project is open in its original application, you can edit it. Be sure to save your edits often.

You may need to relink your project file to its media files. If you get a media offline or relink message, you know that the project needs to be relinked. For more information about relinking project files, see the documentation that came with the application.

Reconnecting a Motion Project to Its Media Files

When you first open a project file with media that is unavailable, a dialog appears listing all the media files that can't be found. You can display a dialog to navigate directly to the files without having to search.

To reconnect Motion media files

1. In the dialog listing all of the media files that cannot be found, click Reconnect.
2. In the dialog that appears, navigate to each file's location, then click Open.

The media is reconnected.

For more information about reconnecting Motion projects, see the documentation that came with the application.

Reconnecting a Soundtrack Pro Project to Its Media Files

When you open a Soundtrack Pro multitrack project, the application checks to see if the media files the project uses exist in the same location they were in when the project was last opened. If the media files are not in the expected location, Soundtrack Pro displays a Can't Find File dialog with three choices:

- *Skip All:* Opens the project without reconnecting any missing files.
- *Skip File:* Opens the project without reconnecting the missing file.

- *Locate:* Presents a dialog that lets you locate the missing file and reconnect it to the project.

To reconnect Soundtrack Pro media files using the Locate option

1. In the Can't Find File dialog, click Locate.
2. The window that appears displays the filename that needs to be reconnected as the window's title. In the file browser that appears in the window, navigate to the file's location.
3. When you've identified the file location, click Open.

The file is reconnected.

If you choose to open the project in Soundtrack Pro without reconnecting its files, you can reconnect individual audio files from the Timeline or the Bin tab and reconnect a video file in the video track in the Timeline.

To reconnect an audio or a video file in Soundtrack Pro

1. Control-click the clip in the Timeline or video track, then choose Reconnect [filename] from the shortcut menu.
2. In the dialog that appears, locate the file you want to reconnect.
3. Click Open to reconnect the file.

For more information about reconnecting Soundtrack Pro projects, see the documentation that came with the application.

Reconnecting a DVD Studio Pro Project to Its Media Files

If the project file and all its media files are in the same folder, DVD Studio Pro projects should not need to be reconnected. However, if you open a project and DVD Studio Pro cannot locate an asset in its original location, a Missing Files window appears.

To locate a missing asset when opening a DVD Studio Pro project

1. Select the asset in the Missing Files window.
2. Do one of the following:
   - Click Locate and use the window that appears to find the asset.
   - If the asset is a QuickTime file and its MPEG-2 or AIFF encoded version is available, you can click "Replace with encoded file."

For more information about reconnecting DVD Studio Pro projects, see the documentation that came with the application.

Checking the Project and Its Linked Media Files Back In

After you've edited the project file, you need to check it and its linked media files back in to Final Cut Server. Each asset must be checked in separately.

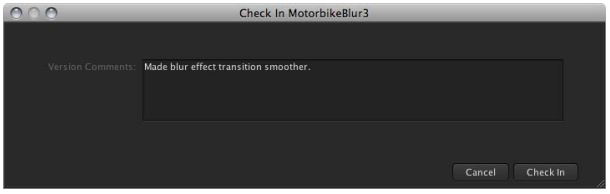
Note: If you added any new assets to a project, you have to upload them separately. See Uploading Final Cut Studio Projects for more information.

To check in a project asset

1. In the project's original application, save the project to the checkout location.
2. In the Final Cut Studio application, save the project and choose to collect the media. In Motion and Soundtrack Pro, you can do this by choosing File > Save As and choosing to collect the media in the Save As window. In DVD Studio Pro, you need to manually place the project and media files in a folder.

   For specific information on using these applications, see the documentation that came with the application.

   Important: When uploading a DVD Studio Pro project file and its linked media files, there is no need to upload .par files. When you check out and open the project in DVD Studio Pro, the .par files are automatically re-created.
3. In Final Cut Server, check the project file back in by doing one of the following:
   - Select the checked-out project asset in the Assets pane or in a production, then click the Check In button in the Toolbar.
   - Control-click the project, then choose Check In from the shortcut menu.
4. If version control is not turned on for the asset, the asset is checked in. If version control is turned on for the asset, a Check In window appears. If appropriate, enter a version comment and click Check In.



See Adding Versions for a Media or Project Asset for more information about version control.

The Final Cut Studio project file is checked back in to Final Cut Server.

To check in a media asset

1. In Final Cut Server, check the file back in by doing one of the following:
   - Select the checked-out media asset in the Assets pane or in a production, then click the Check In button in the Toolbar.
   - Control-click the checked-out media asset, then choose Check In from the shortcut menu.

2 If version control is not turned on for the asset, the asset is checked in. If version control is turned on for the asset, a Check In window appears. If appropriate, enter a version comment and click Check In.

See Adding Versions for a Media or Project Asset for more information about version control.

The updated media asset is checked back in to Final Cut Server.

Exporting a Project Asset and Its Media

You can always export a copy of a Final Cut Studio project asset and its media files that were uploaded as a bundle asset, or a project asset and media assets that were uploaded as individual assets, even if the project or media assets are locked or checked out by another user. However, it's important to note that exported project and media files cannot be checked in or otherwise referenced to the original project or media assets.

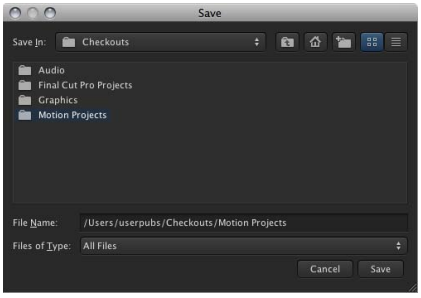
If you uploaded the original project and its media files as a bundle asset, you can export the bundle asset in one step. If you uploaded the original project and its media files as individual assets, you need to export the project asset, then export all of the media assets. Exporting media assets takes less time than checking out media assets, because you can export multiple assets from Final Cut Server.

To export a copy of a bundle asset

1 Control-click the bundle asset, then choose Export from the shortcut menu.

The Save window appears.

2 In the Save window, choose a destination to save the exported bundle asset to by clicking the Choose button, identifying a location in the file browser, and clicking Save.



The Export window appears.

3 In the Export window, click the Export button.

Important: Do not choose a transcode setting for the bundled asset. Choosing a transcode setting while exporting a project asset and its media files will transcode all the files to the setting you specify, and corrupt one or more files.

A copy of the folder that is contained in the bundle asset is exported to the location you specified in the Export window.

To export a Final Cut Studio project asset and linked media assets that were uploaded as individual assets

1. Select the project asset and media assets. If the project and media assets were created using the recommended method, the assets should be grouped in a Final Cut Server production and have metadata that is unique to the project and media assets.

   See Uploading Final Cut Studio Projects for more information on the recommended method for uploading a Final Cut Studio project and its media files as individual assets.

   Note: Switching to List view in the Productions pane can make it easier to Shift-click a list of assets.

2. Control-click one of the selected assets, then choose Export from the shortcut menu.

   The Multiple Export window appears.

3. In the Multiple Export window, choose a destination to save the media assets to by clicking the Choose button and identifying a location in the file browser.

   Note: To avoid losing track of exported projects, you can create a folder for the project and its media on the desktop or in another convenient location.

4. Do not choose a transcode setting.

5. Click the Start button.

   Each of the selected assets is exported to the location you specified in the Multiple Export window.

Using Status Metadata in the Final Cut Server Workflow

9

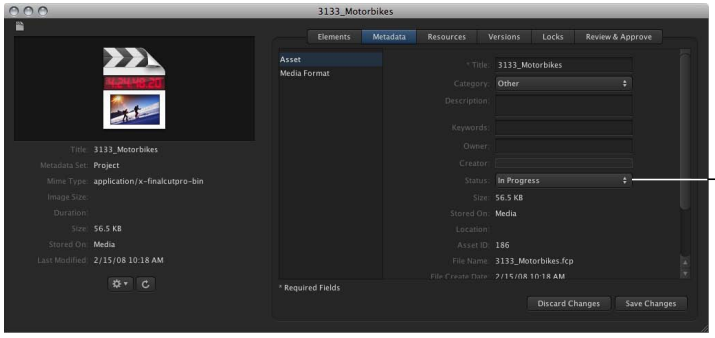
This chapter explains how to use the Status metadata field to aid in tracking assets through your Final Cut Server workflow. If your organization diligently updates the Status metadata field on each of its assets and productions, you can easily search for every asset and production that is in each stage of the workflow process. This chapter also discusses using emails to notify others when an asset's Status metadata field is set to Ready for Review.

This chapter covers the following:

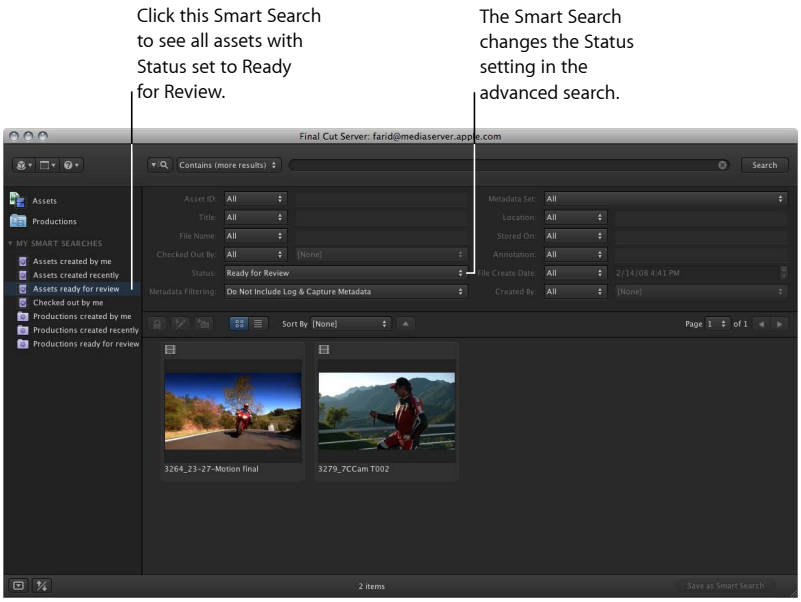
- Using Status Metadata to Track Assets and Productions (p. 127)
- About the Review and Approve Feature (p. 131)
- Using the Review and Approve Feature (p. 132)

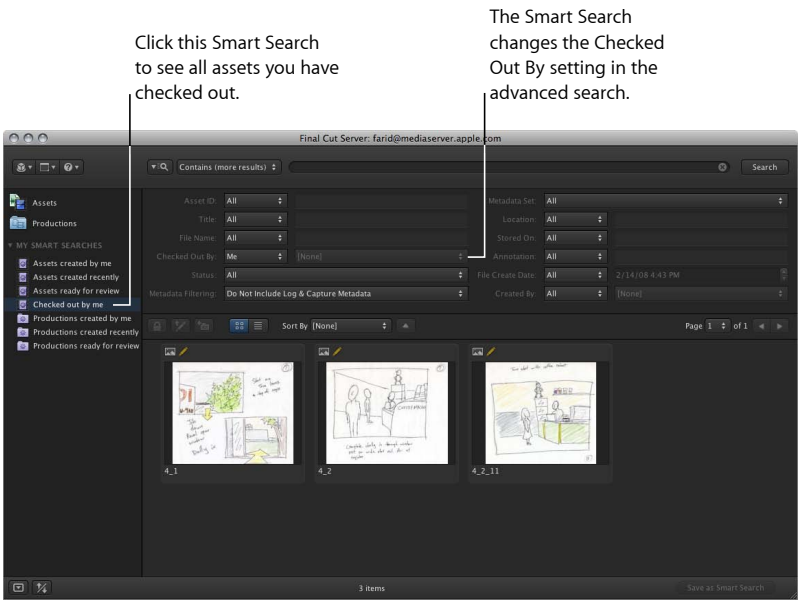
Using Status Metadata to Track Assets and Productions

The Status metadata field shows you where an asset is in the Final Cut Server workflow.



As your work progresses, you can perform searches to find assets that are in a particular phase of the workflow. Final Cut Server comes with several preconfigured Smart Searches that make it easy for you to find recently modified assets or assets with their Status metadata field set to Ready for Review.


Click this Smart Search to see all assets with Status set to Ready for Review.
The Smart Search changes the Status setting in the advanced search.
Final Cut Server: farid@mediaserver.apple.com
Search
Assets
Productions
MY SMART SEARCHES
Assets created by me
Assets created recently
Assets ready for review
Checked out by me
Productions created by me
Productions created recently
Productions ready for review
Ready for Review
Do Not Include Log & Capture Metadata
3264_23-27-Motion final
3279_7CCam T002
2 items



As your workflow grows and changes, you can create your own Smart Searches to use to speed up your work. Or your administrator can create Smart Searches to be used by the members of your workgroup. For more general information about Smart Searches, see Using Smart Searches.

Applying Status Metadata to an Asset or Production

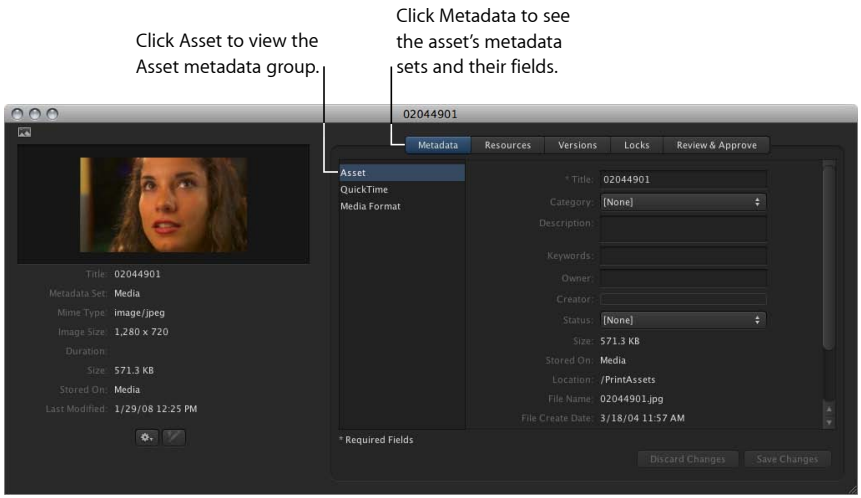
You can apply status and other metadata when you upload the file or after the asset or production has been created.

Important: When you apply metadata to an asset or production, it is not applied to other associated assets. For example, if you change the status of a Final Cut Pro project, the status on each of the linked media assets does not change.

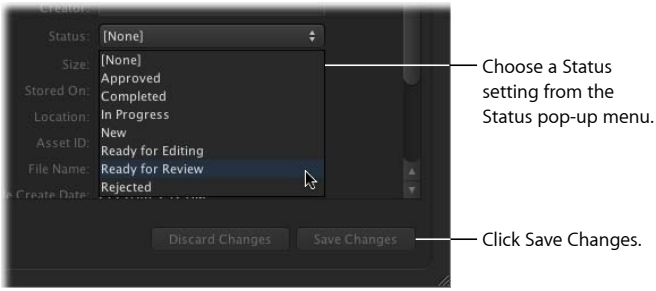
To change an asset's or production's Status metadata

1. In the Assets or Productions pane, double-click the asset or production to view its info window.
2. Click Metadata to view the Metadata pane.
3. Click Asset to view the Asset metadata group.

Depending on the metadata set for the asset or production, several groups of metadata are displayed.



4 Choose the appropriate Status setting from the Status pop-up menu.



5 Click the Save Changes button.

The metadata is modified.

Searching for Assets or Productions Using Status Metadata

After defining the status of an asset or production, you can search for status metadata to find all assets or productions that contain a particular Status metadata setting.

To search for assets or productions by status

1 In the Assets or Productions pane, click the Search disclosure triangle to reveal the advanced search options.

2 Choose a Status metadata setting to search for from the Status pop-up menu.

3 Click the Search button.

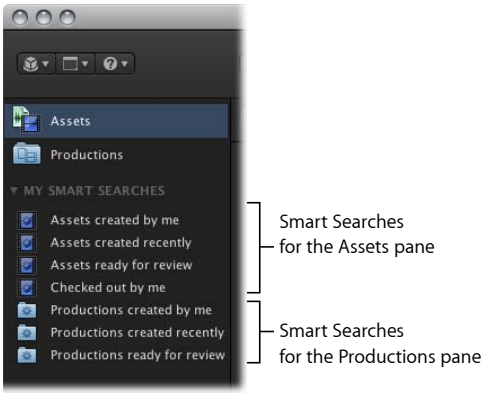
The results of the search are displayed in the main part of the window.

Using Smart Searches to Locate Items Ready for Review

Final Cut Server comes with a default Smart Search configured to search for assets and productions that have their Status metadata field set to Ready for Review. It is listed under the My Smart Searches heading.

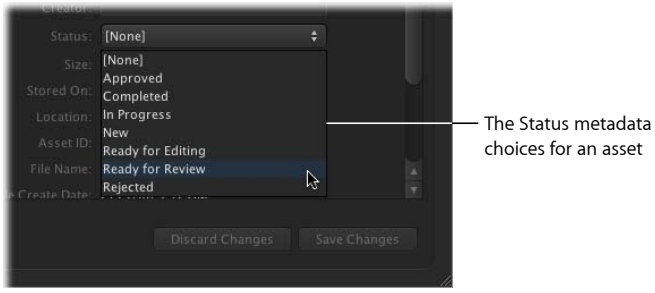
To search for assets or productions that have the Status metadata field set to Ready for Review

- Click "Assets ready for review" or "Productions ready for review" listed under the My Smart Searches heading.

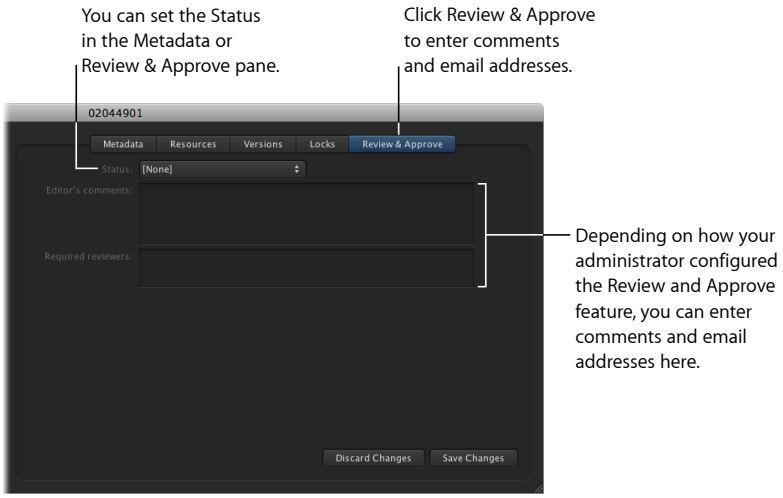


About the Review and Approve Feature

The Review and Approve feature works in conjunction with the Status metadata field. When an asset is ready for review, you can easily change the asset's Status metadata field to Ready for Review, add editorial comments, and send a notification email to required reviewers from within the Final Cut Server client. Using the information in the email, the reviewers can find, view, annotate, and approve assets without having to download large files.



Important: Your Final Cut Server administrator must configure this feature before it works as described in this section.


You can set the Status in the Metadata or Review & Approve pane.
Click Review & Approve to enter comments and email addresses.
02044901
Metadata
Resources
Versions
Locks
Review & Approve
Status:
[None]
Editor's comments:
Required reviewers:
Discard Changes
Save Changes
Depending on how your administrator configured the Review and Approve feature, you can enter comments and email addresses here.

Using the Review and Approve Feature

When your Final Cut Server administrator installed Final Cut Server, he or she set up the Review and Approve feature to meet your organization's needs. The options the administrator could configure included writing the text of the email, making editor's comments (which are entered in the Review & Approve pane) and other metadata appear in the body of the notification email, and more.

The administrator also chooses one of three ways to specify who is defined as a required reviewer and thus receives Review and Approve emails. Emails can go to an administrator-defined recipient list, emails can go to the addresses that the user manually enters in the "Required reviewers" field, or emails can go to both the administrator-defined recipient list and any addresses manually entered in the "Required reviewers" field by the user.

It is difficult for a Final Cut Server client user to discern if the Review and Approve feature has been set up, and if it has been, to discern which of these three approaches your Final Cut Server system uses. Your Final Cut Server administrator should be your first point of contact for questions about using the Review and Approve feature with your Final Cut Server system.

Note: These examples show ways for you to manually enter email addresses. Depending on how your Final Cut Server system has been configured, your administrator can create a pop-up menu that you can use to assign email addresses. For more information, contact your Final Cut Server administrator.

Sending Review Emails to Administrator-Defined Reviewers

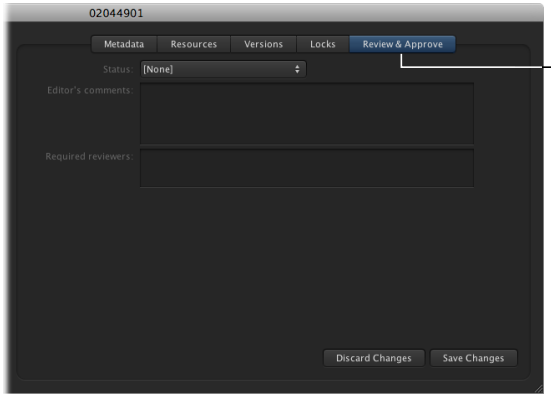
In this configuration, the Final Cut Server administrator manually enters each required reviewer's email address during setup. As a result, the Final Cut Server user does not see the list of required reviewers and cannot manually enter email addresses in the "Required reviewers" field of the Review & Approve pane.

When the email addresses have been entered manually by the administrator, email notifications are automatically sent whenever the Status metadata field is set to Ready for Review (and any time the asset is modified while it is set to Ready for Review).

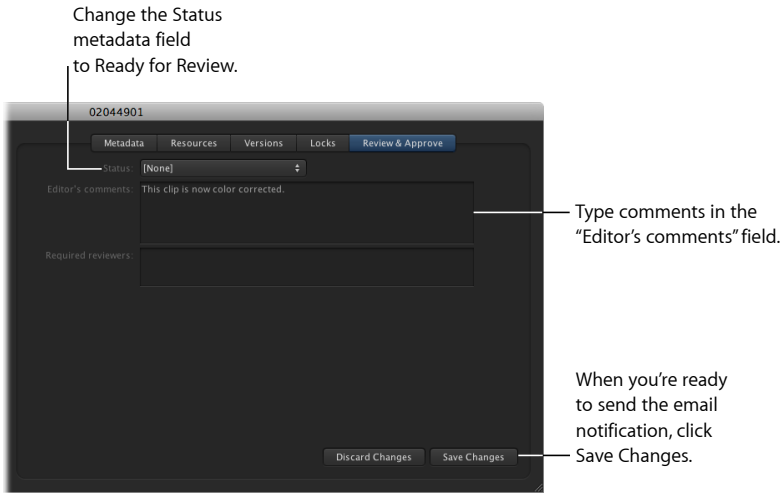
This configuration is best if you know that the same set of reviewers should receive Review and Approve email notifications for all assets. Also, this configuration does not require you to enter required reviewer email addresses; in fact, if you enter email addresses, they are ignored.

To send Review and Approve email notifications to a set of defined reviewers

1. Locate the asset or project that you want to send out for review in the Assets or Productions pane, then double-click the asset or project to display its info window.
2. In the asset or project info window, click the Review & Approve button to open the Review & Approve pane.



3 If you want to add notes to the email, you can type them in the “Editor’s comments” field.



4 When you are ready to send the email notification to the required reviewers, change the Status metadata field to Ready for Review.

Note: The Status metadata field is available in both the Metadata and the Review & Approve panes.

5 Click the Save Changes button at the bottom of the Review & Approve pane.

This change causes the notification email to be sent.

Note: Your Final Cut Server administrator controls who can receive email within the Final Cut Server system. To add email addresses to Final Cut Server, contact your administrator.

Entering Reviewer Email Addresses Manually

For this configuration, the Final Cut Server user must manually enter the complete email address of each required reviewer.

After the email addresses have been entered, saving the changes prompts the Review & Approve email to be sent. The email is not sent unless the changes are saved.

This configuration lets the user choose who receives the email and how often review emails are sent. However, this configuration is less automated, requiring more work for the user.

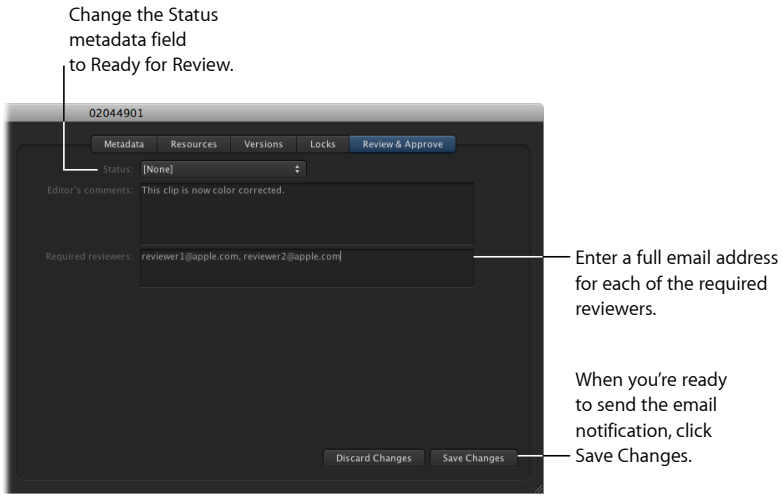
To manually define who receives Review and Approve email notifications

1 Locate the asset or project that you want to send out for review and double-click the asset or project to reveal its info window.

2 In the asset or project info window, click the Review & Approve button to open the Review & Approve pane.

3 If you want to add notes to the email, you can type them in the "Editor's comments" field.

4 Enter a full email address for each of the required reviewers for this asset in the "Required reviewers" field.



5 When you are ready to send the email notifications to the required reviewers, change the status of the metadata field to Ready for Review.

Note: The Status metadata field is available in both the Metadata and the Review & Approve panes.

6 Click the Save Changes button at the bottom of the Review & Approve pane.

The notification email is sent to each of the addresses you entered in the "Required reviewers" field.

Using Administrator-Defined Reviewers with Manually Entered Email Addresses

A hybrid approach lets the Final Cut Server administrator enter a static list of required reviewers while also letting the user manually enter additional email addresses in the "Required reviewers" field. This approach allows both the administrator and the user to control who gets notification emails.

To manually define who receives Review and Approve email notifications

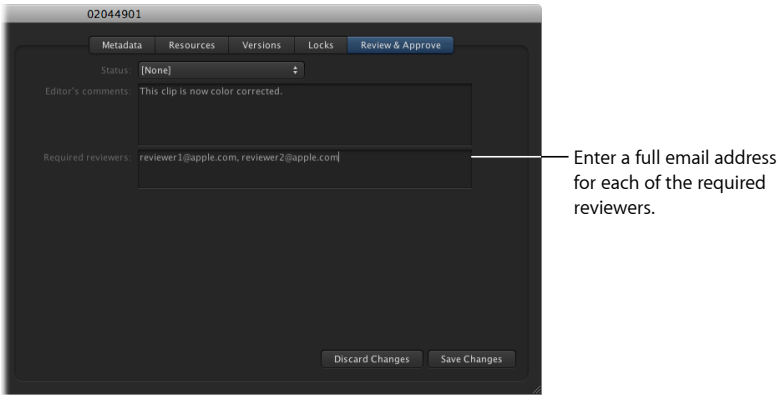
1 Locate the asset or project that you want to send out for review and double-click the asset to reveal its info window.

2 In the asset or project info window, click to open the Review & Approve pane.

3 If you want to add notes to the email, type them in the "Editor's comments" field.

4 Enter a full email address for each of the required reviewers.

The addresses that you enter are added to the list of reviewers that was set up by your Final Cut Server administrator.



Important: Remember, your Final Cut Server administrator also defined a list of reviewers who will receive every email sent from the Review & Approve pane. Be careful not to send duplicate emails to reviewers by manually adding their addresses in the Review & Approve pane.

5 When you are ready to send the email notifications to the required reviewers, change the status of the metadata field to Ready for Review.

Note: The Status metadata field is available in both the Metadata and the Review & Approve panes.

6 Click the Save Changes button at the bottom of the Review & Approve pane.

The notification email is sent to each of the addresses you entered in the "Required reviewers" field and to each of the required reviewers that your Final Cut Server administrator entered as default required reviewers.

Exporting, Archiving, and Deleting Completed Assets and Projects

10

This chapter covers the final steps of working with an asset: outputting a final copy and creating backup copies of assets. It also explains how to delete assets and productions from Final Cut Server.

This chapter covers the following:

- Outputting a Final Project (p. 137)
- Archiving and Restoring Media Assets (p. 140)
- Deleting Assets from Final Cut Server (p. 141)

Outputting a Final Project

You can use the Export command to output media and project assets. You can export to an external drive or another backup device, or you can export to your local system and then move the files using the Finder.

If you are exporting a media asset, you can transcode the asset during export. However, transcoding Final Cut Studio project assets and bundle assets is not recommended.

How you export your final project or media asset depends on the asset type. This chapter presents steps for exporting a Final Cut Pro project, a Final Cut Studio or other project asset and its linked media assets, a single media file, and a bundle asset.

Important: After you export an asset from Final Cut Server, the asset is no longer tracked by Final Cut Server.

Exporting a Media Asset

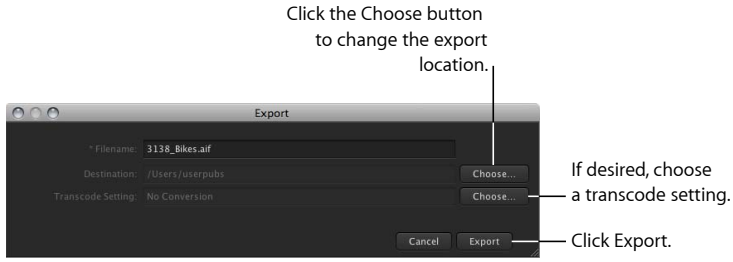
Exporting an individual media asset is simple.

To export an individual media asset

1. Control-click the asset, then choose Export from the shortcut menu.

   The Export window appears.

2 In the Export window, choose a destination to save the media asset to by clicking the Choose button and identifying a location in the file browser.



3 If desired, choose a transcode setting.

4 Click the Export button.

The media asset is exported to the location you specified in the Export window.

Exporting an Image Sequence

When you export an image sequence asset, the folder and the images inside it are exported to the location you specify.

To export an image sequence asset

1 Control-click the bundle asset, then choose Export from the shortcut menu.

The Export window appears.

2 In the Export window, choose a destination to save the bundle to by clicking the Choose button and identifying a location in the file browser.

Note: If you want to create a QuickTime movie or other video file from the image sequence, choose a transcode setting in the export window. To keep the original file format, do not transcode the image asset sequence during export.

3 Click the Export button.

A folder containing the image sequence files is exported to the location you specified in the Export window.

Exporting a Final Cut Pro Project and Its Linked Media Assets

You can export a Final Cut Pro project asset and all its linked media assets in one process.

To export a copy of a Final Cut Pro project and its linked media assets

1 Control-click the asset, then choose Export from the shortcut menu.

The Export Final Cut Pro window appears.

2 In the Export Final Cut Pro window, choose a location to save the exported Final Cut Pro project file and its linked media files to by clicking the Choose button and identifying a location in the file browser.

3 Do one of the following:

- *If the Edit Proxy feature has not been turned on:* Original media will be used by default.
- *If the Edit Proxy feature has been turned on:* Choose Original Media or Edit Proxy from the Use pop-up menu. This defines the media type that will be exported.

4 Select the Keep Media with Project checkbox to include the media files in the export.

Important: If you don't select the Keep Media with Project checkbox, only the Final Cut Pro project asset is exported.

5 Click the Export button.

A copy of the project is exported to the location you specified in the Export Final Cut Pro window.

Note: After export, the project and media files are no longer tracked by Final Cut Server.

Exporting a Final Cut Studio Bundle Asset

When you upload a Final Cut Studio project file and its media files, you upload either a bundle asset that contains the project file and media files, or the project file and each of its media files as independent assets. If you upload the project file and its media files as a bundle asset, you can export the bundle asset in three simple steps.

To export a bundle asset

1 Control-click the bundle asset, then choose Export from the shortcut menu.

The Export window appears.

2 In the Export window, choose a destination to save the bundle to by clicking the Choose button and identifying a location in the file browser.

3 Click the Export button.

The folder that the bundle asset contains is exported to the location you specified in the Export window.

Exporting a Final Cut Studio Project and Individual Media Assets

If you upload a Final Cut Studio project asset and media assets as individual assets, you need to export the project asset, then export all of the media assets.

To export a copy of a Final Cut Studio project asset and its linked media assets

1 Select the Final Cut Studio project asset and all of the project's linked media.

Note: Switching to List view in the Productions pane can make it easier to Shift-click a list of media assets.

2 Control-click one of the selected assets, then choose Export from the shortcut menu.

The Multiple Export window appears.

3 In the Multiple Export window, choose a destination to save the media files to by clicking the Choose button and identifying a location in the file browser.

Note: To avoid losing track of exported projects, you can create a folder for the project and its media on the desktop or in another convenient location.

4 Do not choose a transcode setting.

5 Click the Start button.

Each of the selected media files is exported to the location you specified in the Multiple Export window.

Archiving and Restoring Media Assets

You can move the primary representation of a media asset to the archive device that was set up by your Final Cut Server administrator. Because only the primary representation is moved, the asset stays in the Final Cut Server catalog so you can still locate the asset and search its metadata. The primary representation file, however, is safely archived and cannot be downloaded or modified.

If you attempt to archive a media asset that is being used by a project asset, a dialog appears, asking you if you want to continue the archive process. If you choose to continue, the media asset will not be available for the project.

If you have questions about archiving, contact your Final Cut Server administrator.

To archive an asset

- Control-click the media asset, then choose "Archive to" and an archive device from the shortcut menu.

The media asset is archived, and the archive icon appears on its thumbnail.

To restore a media asset and move the asset's primary representation off the archive device

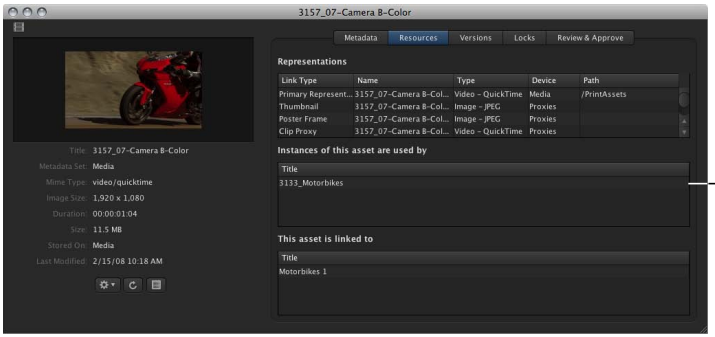
- Control-click the archived asset, then choose Restore from the shortcut menu.

The archive icon disappears, indicating that the media asset's primary representation has been moved off the archive device. The media asset is available for use.

Deleting Assets from Final Cut Server

When you delete an asset from Final Cut Server, you delete the asset's primary representation file, the proxy files that were created for the asset, and all the metadata associated with the asset. Because a single asset can be linked to one or more Final Cut Pro or other project assets, deleting assets should be approached with caution. You should only delete assets from Final Cut Server if you are certain that the asset will not be needed.

You can view what project or media assets an asset is related to in the Resources pane of the asset info window.



Deleting a media or bundle asset and deleting a Final Cut Pro project asset are described in the steps below.

To delete a media asset or a bundle asset from the Final Cut Server catalog

1. Control-click the media asset or bundle asset, then choose Delete from the shortcut menu.
2. In the dialog that appears, click Delete.

The asset is deleted from the Final Cut Server catalog.

To delete a Final Cut Pro project asset from the Final Cut Server catalog

1. Control-click the asset, then choose Delete from the shortcut menu.

   A dialog appears, informing you of which assets and files will be deleted.
2. Read through this message and confirm that you want to delete all of the assets and files linked with the Final Cut Pro project asset.
3. When you are ready to delete the asset and all of its linked media, click Delete.

The Final Cut Pro asset and all of its linked assets are deleted from the Final Cut Server catalog.

Solving Problems

This appendix provides information to help you solve problems you may encounter while using Final Cut Server.

This appendix covers the following:

- Resources for Solving Problems (p. 143)
- Contacting AppleCare Support (p. 143)

Resources for Solving Problems

If you run into problems while working with Final Cut Server, there are several resources you can use to find a solution.

- *Release Notes:* The Release Notes document, available from the Final Cut Server Help menu, provides up-to-date information that didn't make it into the manual. Be sure to consult this document as soon as you install or upgrade Final Cut Server.
- *AppleCare Knowledge Base:* AppleCare Support maintains a database of common support issues that is updated and expanded to include new issues as they arise. This is an excellent, free resource for Final Cut Server users. To access the AppleCare Knowledge Base, go to the AppleCare support page at http://www.apple.com/support.
- *AppleCare Support:* There are a variety of support options available to Final Cut Server customers. For details, see the service and support information that came with Final Cut Server.

Contacting AppleCare Support

Information about the support options available from Apple is included in your Final Cut Server box. Several levels of support are available. Whatever your issue, it's a good idea to have the following information immediately available when you contact Apple for support. The more of this information you have to give to the support agents, the faster they will be able to address your issue.

- The Final Cut Server Support ID number found on the back of the *Final Cut Server Setup Guide*.

Note: The 11-digit Support ID number is different from the product serial number used to install Final Cut Server.

- The version of Mac OS X you have installed. To find the version, choose Apple menu > About This Mac.
- The version of Final Cut Server you have installed that you have a question about. To find the version of Final Cut Server on your computer, choose Final Cut Server > About Final Cut Server.
- The model of computer you are using.
- The amount of RAM installed in your computer. You can determine this by choosing Apple menu > About This Mac.
- What other third-party hardware is connected to or installed in the computer, and who the manufacturers are. Include hard drives, graphics cards, and so on.

To access AppleCare Support for Final Cut Server, go to http://www.apple.com/support/finalcutserver.

There is also an item in each Final Cut Server client's Help menu that will take you directly to the AppleCare website.

To go to the AppleCare website from within a Final Cut Server client

- Choose Help > Final Cut Server Support.

Glossary

alias file An alias file is a small reference file that links to the master or original file. Final Cut Server uses aliases to represent assets in productions and creates aliases when preparing assets for disconnected use.

archive After a project or production is finished, you can use the archive feature to move the assets from their current device to an archive device, which can be a FireWire drive, a large slower drive, or another volume where disk space is not an issue. The assets remain in the Final Cut Server catalog in an inactive state. They can be restored whenever they are needed later.

asset Final Cut Server creates an asset for every uploaded media or project file. An asset contains the primary representation file (the file that was uploaded), and can contain one or more proxy files.

automation Final Cut Server supports a wide variety of automation features, making it possible to configure Final Cut Server to automatically perform many tasks.

bundle asset In Final Cut Server, you can upload a folder of files as a bundle asset. The bundle asset contains all of the files in the folder, and the files cannot be accessed from within Final Cut Server. Bundle assets are used to track Soundtrack Pro, Motion, and DVD Studio Pro project assets and their linked media files.

cache To use an asset from the Final Cut Server catalog on a client's computer, the computer must have a local copy of the asset. Final Cut Server maintains a cache area on the client computer to store the local copies of the assets. You can define the location and size of the cache in the client's Preferences window.

catalog The catalog is the collection of assets that are managed by Final Cut Server.

client The user interacts with the Final Cut Server catalog by using a Final Cut Server client. Final Cut Server clients are Java-based applications that can run on computers using Mac OS X, Windows XP, and Windows Vista operating systems.

Clip Proxy At upload, Final Cut Server automatically creates a lower resolution Clip Proxy file for video assets. The Clip Proxy is used in place of the actual video file when viewing the asset in Final Cut Server. See also proxy.

device Devices are storage locations. They can be folders in a local volume on the server computer, network volumes, or folders from an Xsan volume.

edit-in-place Generally, in order to use an asset from the Final Cut Server catalog on a client's computer, the computer must have a local copy of the asset. An exception is if the device that contains the asset is configured as an edit-in-place device and the client computer has it mounted as a volume. The most common example of this is an Xsan system because they support a high enough data bandwidth for video data to be transferred in real time. See also Xsan.

Edit Proxy At upload, an Edit Proxy file can be created for video files that are uploaded to Final Cut Server as part of a Final Cut Pro project. Edit Proxy files are intended to be used when checking out a Final Cut Pro project. Note that Edit Proxy files are not created automatically; the Final Cut Server administrator must turn on the Edit Proxy feature to generate Edit Proxy files. See also proxy.

elements Final Cut Pro project assets contain a list of media assets that are linked to the Final Cut Pro project file. Final Cut Pro project elements can include media files and Final Cut Pro sequences.

image sequence A movie exported as a series of numbered image files, stored in a folder. Each image file contains one frame of video. When you import a folder of numbered image files into Final Cut Server, you have the option to save them as an image sequence asset.

jobs Any action that Final Cut Server performs on an asset is a job. These actions can include uploading, downloading, copying, and transcoding an asset.

managed file When you check out an asset, Final Cut Server creates a managed copy of the file. The managed file can be edited and checked back in to update the original asset. See also unmanaged file.

metadata Metadata is information about a file. In Final Cut Server, metadata is used to describe the asset's primary representation file and to describe the asset itself.

metadata set Final Cut Server organizes metadata into metadata sets. Metadata sets contain groups of metadata; metadata groups contain metadata fields.

Poster frame A Poster frame is a JPEG proxy file generated from a media asset's primary representation file at upload. See also proxy.

prepared media In Final Cut Server, you can prepare media files to be used later in a new Final Cut Pro project. When you select one or more media files and choose Prepare for Disconnected Use, alias copies of the files in the cache are created in the location you choose. Later, when your computer is disconnected from Final Cut Server, you can use the prepared media files to create a new Final Cut Pro project.

primary representation This is the original media file that was uploaded to Final Cut Server.

production To help organize the assets in your Final Cut Server catalog, you can create productions. Productions can be nested within each other to create production hierarchies, and productions can contain asset aliases.

project Many of the applications in Final Cut Studio use project files, which use one or more linked media files to create a project. Final Cut Server tracks project files with project assets.

proxy Still images and video files can be very large and difficult to work with. Final Cut Server automatically creates proxy files during the analyze process when you add assets to its catalog. These proxy files can be used in place of the actual files for editing and review purposes. See also Clip Proxy, Edit Proxy, Poster frame, Thumbnail.

Thumbnail In the Final Cut Server main window, you can view the assets or productions in List or Thumbnails view. In Thumbnails view, each asset is represented with a thumbnail image. This image comes from the asset's Thumbnail proxy file (a JPEG proxy file that is generated from a media asset's primary representation file at upload). See also proxy.

transcode Transcoding converts a media asset from one codec to another. Final Cut Server uses video and audio codecs supplied by Compressor. See also transcode settings.

transcode settings Final Cut Server uses transcode settings to convert a media asset from its current codec to a different one. Most often you use transcode settings to convert an asset into one that is smaller or easier to play. The transcode settings for video and audio assets are from Compressor (which is installed on the server computer). The transcode settings for images are internal to Final Cut Server.

unmanaged file When you copy or export a file, Final Cut Server creates an unmanaged copy of the file. The unmanaged file cannot be edited and checked back in to update the original asset. If you want to track an unmanaged file in Final Cut Server, you must upload it and create a new asset. See also managed file.

version Final Cut Server can be configured to retain previous versions of selected assets, making it possible to restore an earlier version if needed. If you check out an asset from the Final Cut Server catalog, make a change to it, and check it back in, Final Cut Server first copies the current version to the version device and then copies the new version to where the current version was.

Xsan An Apple Xsan storage area network (SAN) is a device that provides fast access to media files. Xsan devices support edit-in-place when you are connected using a Fibre Channel network. See also edit-in-place.